Diocesan Information Management System (DIMS) Release 1.0

The Anglican Diocese of Fredericton
Overview

For Questions or Assistance

email: DIMS@anglican.nb.ca

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Prepared: August 2005

DIMS Overview

- **Diocesan Information Management System** (DIMS) Rls 1.0, has been designed and developed as a result of TAS Solutions working closely with the Anglican Diocese of Fredericton to address a number challenges/opportunities for improved;
  - Collection and reporting of Parish, Deanery, Archdeaconry, Diocesan data*
  - Contact Information Management enabling effective communications

DIMS Overview

- **DIMS enables** data input, via a secure logon to the system through the internet, of;
- **Parish Statistical data**;
  - Utilized for Parish, Deanery, Archdeaconry and Diocesan reporting (e.g. Annual Parish Returns, Diocesan reporting to Synod Reports, Parish leadership and organizational membership reporting)
  - Providing database reports suitable for data analysis
- **Baptism records** for;
  - Electronic Record Creation
  - (Future) Total Register Records Mechanization
- **People information management** e.g. Names, addresses (Canada Post & email), phone numbers etc for;
  - Committee/group/roles assignments (e.g. Layreaders, Synod Delegates, Personnel)

Diocesan Information Management System (DIMS) Release 1.0

The Anglican Diocese of Fredericton

Parish User Screen Overview

Update Numbering

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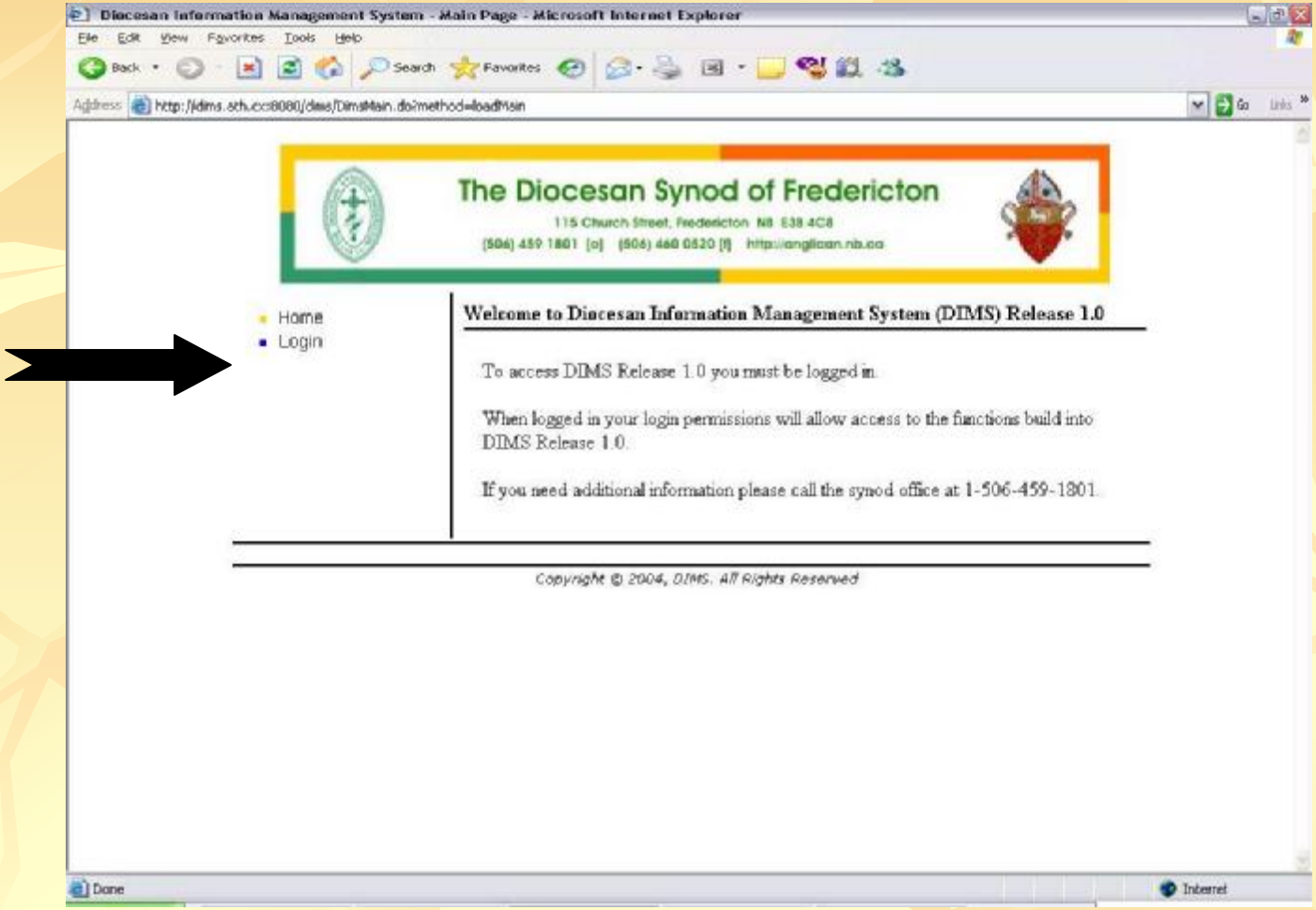
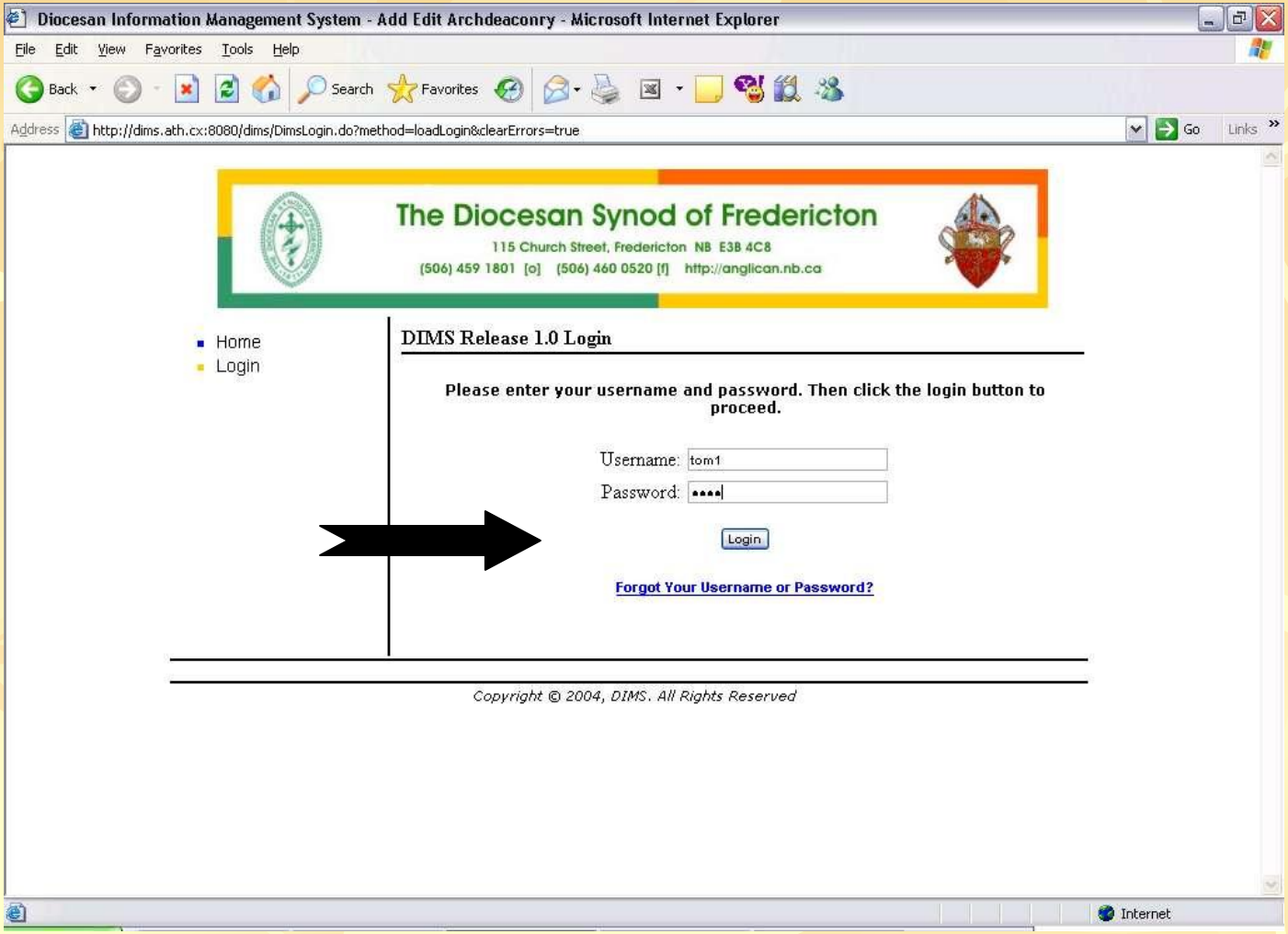
1 – DIMS HomePage (user not logged in)


Diocesan Information Management System - Main Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://dims.sth.ccs8080/dims/DimsMain.do?method=loadMain
The Diocesan Synod of Fredericton
115 Church Street, Fredericton NB E3B 4C8
(506) 459 1801 [o] (506) 460 0520 [f] http://anglican.nb.ca
Home
Login
Welcome to Diocesan Information Management System (DIMS) Release 1.0
To access DIMS Release 1.0 you must be logged in.
When logged in your login permissions will allow access to the functions build into DIMS Release 1.0.
If you need additional information please call the synod office at 1-506-459-1801.
Copyright © 2004, DIMS. All Rights Reserved
Done
Internet

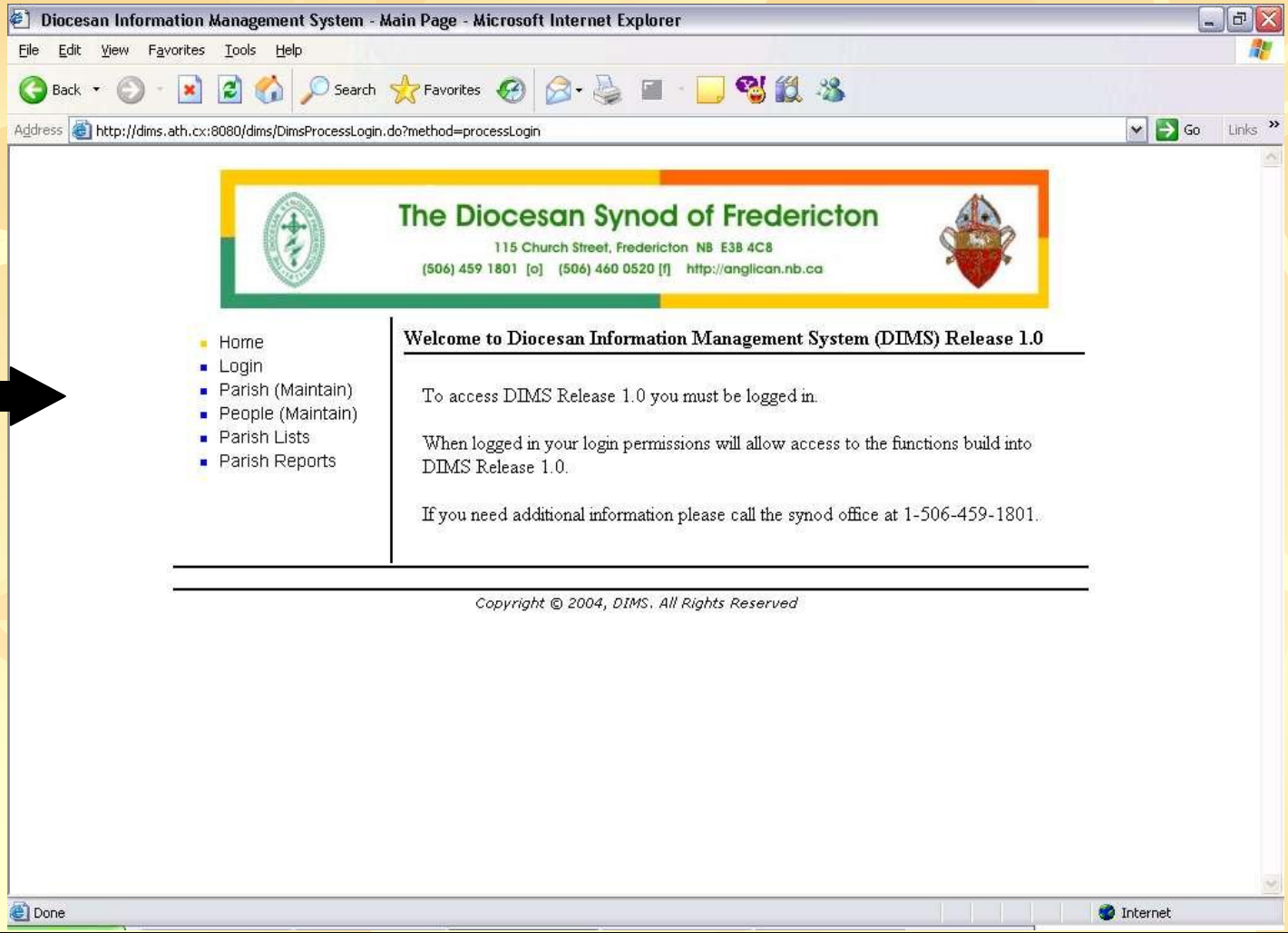
- **To Access DIMS simply click on 'Login'**

2 - Login (Username & Password filled in)


Diocesan Information Management System - Add Edit Archdeaconry - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://dims.ath.cx:8080/dims/DimsLogin.do?method=loadLogin&clearErrors=true
Go Links
The Diocesan Synod of Fredericton
115 Church Street, Fredericton NB E3B 4C8
(506) 459 1801 [o] (506) 460 0520 [f] http://anglican.nb.ca
Home
Login
DIMS Release 1.0 Login
Please enter your username and password. Then click the login button to proceed.
Username: tom1
Password:
Login
Forgot Your Username or Password?
Copyright © 2004, DIMS. All Rights Reserved
Internet

- Input your User Name and Password and click Login
- Your User Name and Password will be assigned to you by the Synod Office

3 – DIMS HomePage (Parish User logged in)


Diocesan Information Management System - Main Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://dims.ath.cx:8080/dims/DimsProcessLogin.do?method=processLogin
Go Links
The Diocesan Synod of Fredericton
115 Church Street, Fredericton NB E3B 4C8
(506) 459 1801 [o] (506) 460 0520 [f] http://anglican.nb.ca
Home
Login
Parish (Maintain)
People (Maintain)
Parish Lists
Parish Reports
Welcome to Diocesan Information Management System (DIMS) Release 1.0
To access DIMS Release 1.0 you must be logged in.
When logged in your login permissions will allow access to the functions build into DIMS Release 1.0.
If you need additional information please call the synod office at 1-506-459-1801.
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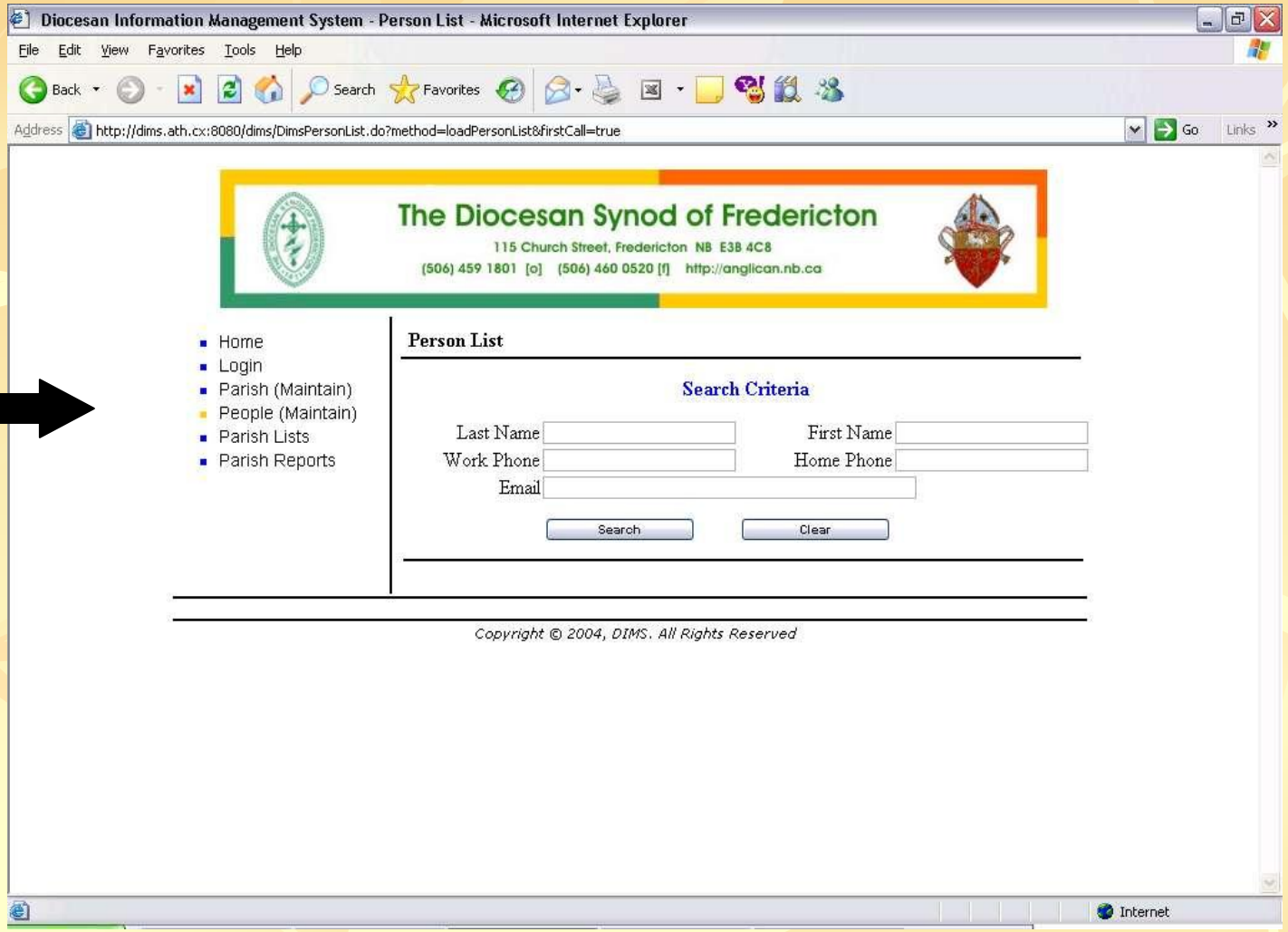
Done
Internet

- On the left, the functions that are available are always listed

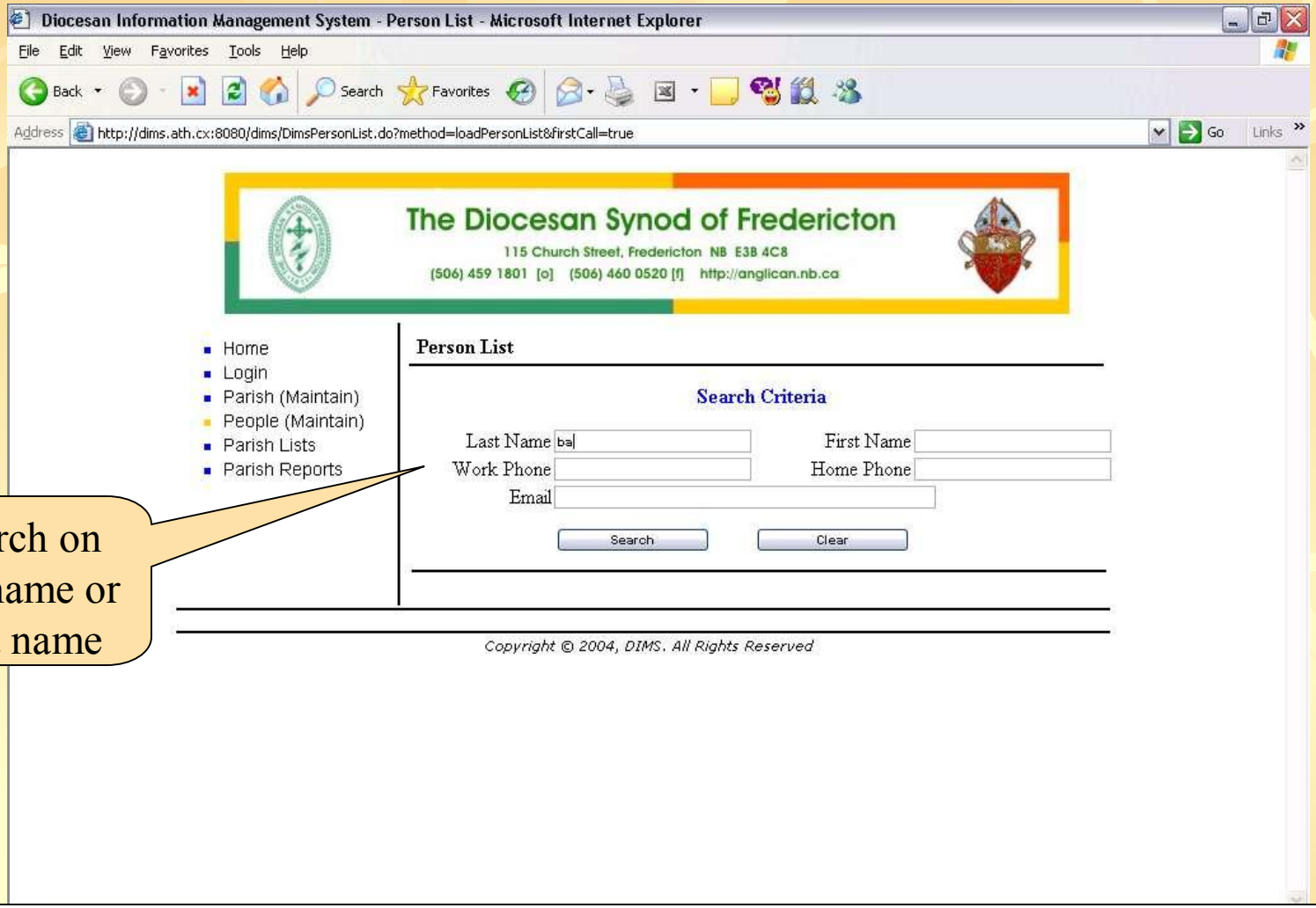
4 - People (Maintain)

4.1 - People List Search



- People (Maintain) is the function used for searching, adding and updating or viewing names, addresses etc.

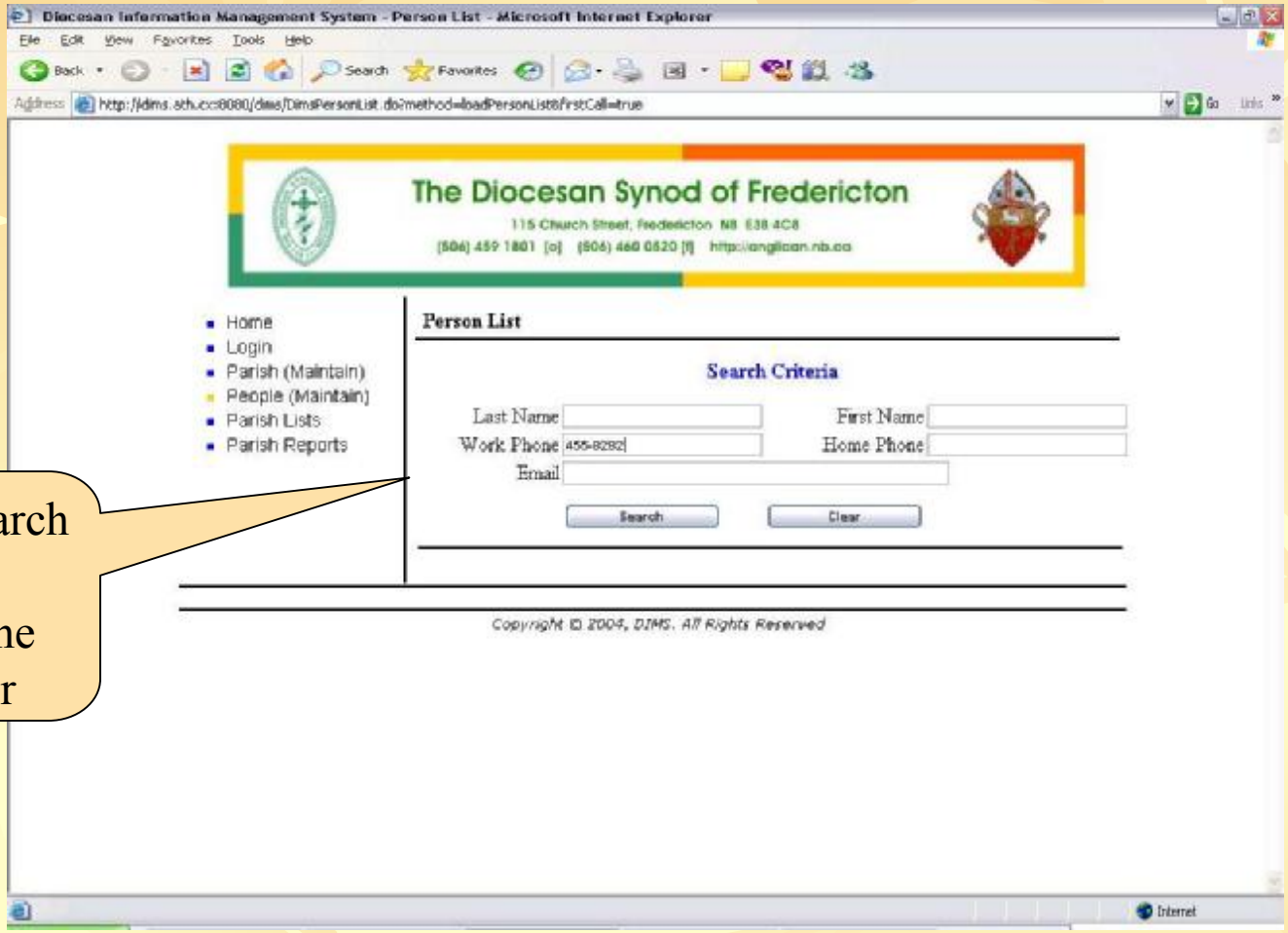
4.2 - People List Search – Last Name



Search on last name or first name

- A Search is <u>always</u> required before adding a person.
- This design is necessary to help ensure database records do not get duplicated.
- The first few characters (or numbers) will normally be sufficient to get a short list.

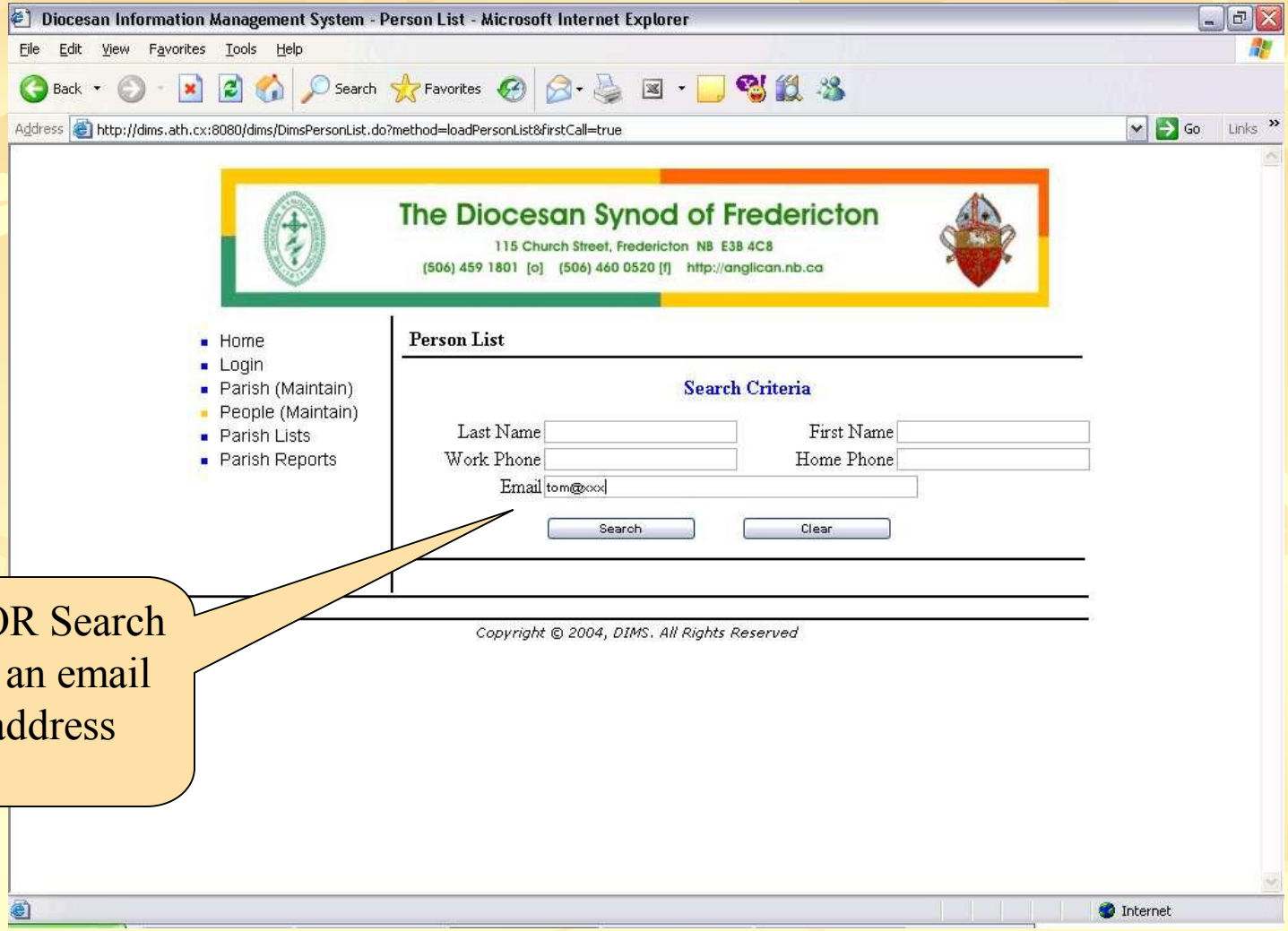
4.3 - People List Search – Work Phone



…OR Search on a telephone number

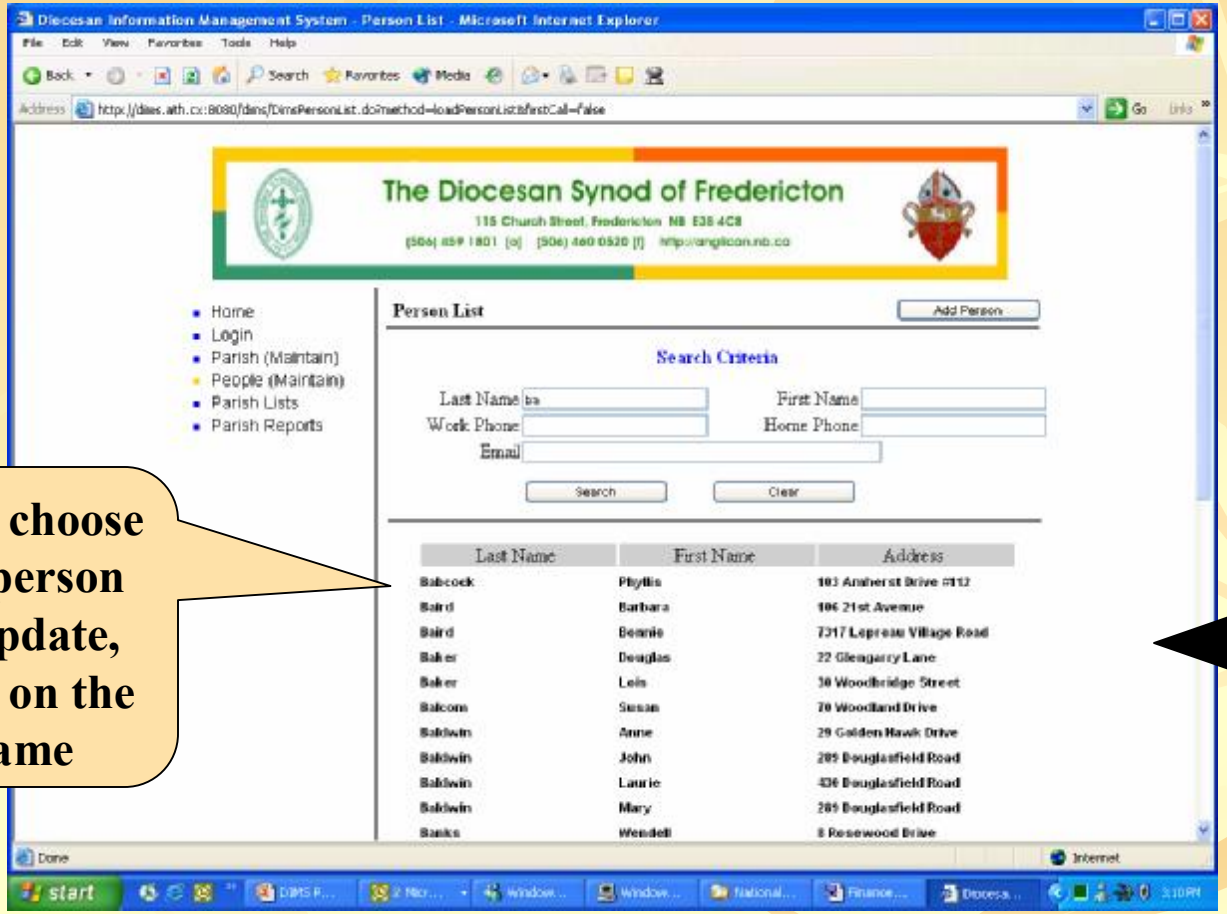
- A Search is <u>always</u> required before adding a person.
- Remember though the specific search information, must have been entered previously into the system, to retrieve the person you are searching for.

4.4 - People List Search – E-Mail



…OR Search on an email address

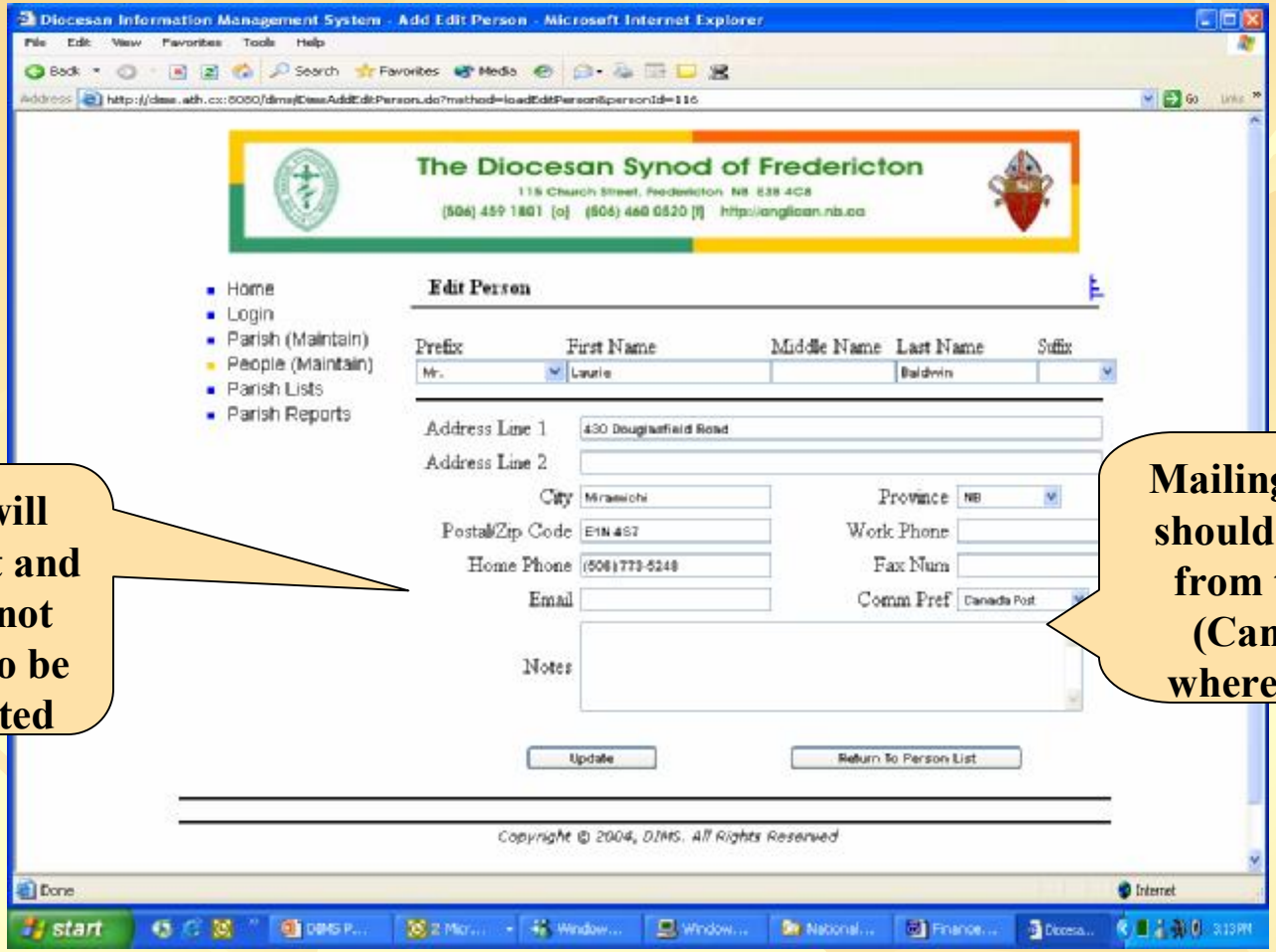
4.5 - People List Search – search results



…To choose the person to update, click on the name

- Once you complete the search a response will either be;
  1. "The search returned no results" ***OR***
  2. A list of names and addresses that match the search criteria

4.6.1 - Edit People (part 1)

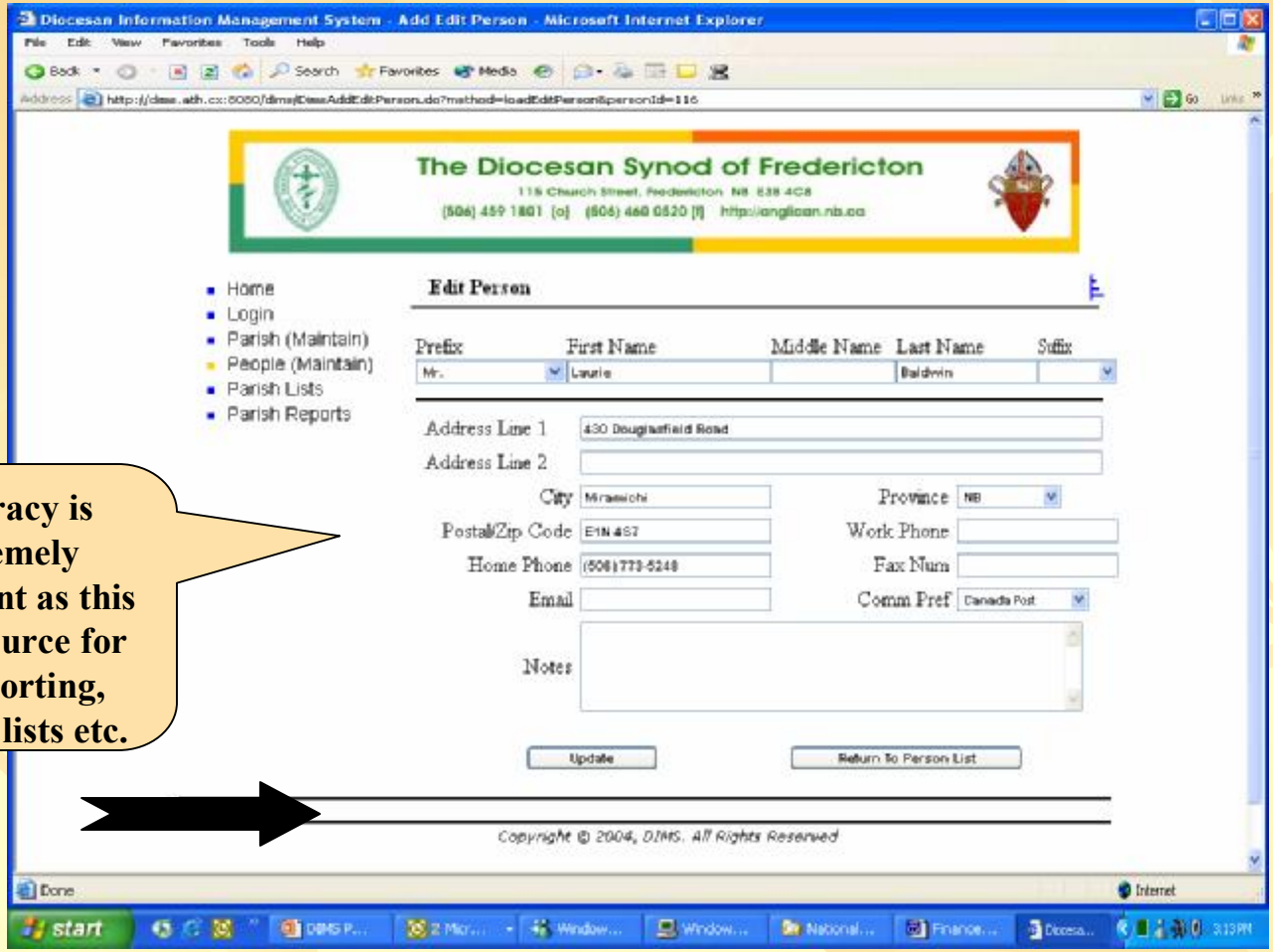


506 will default and does not need to be inputted

Mailing preference should be changed from the default (Canada Post) where applicable

- The existing detail is provided allowing any field to be updated.
- For telephone number updates, it is not necessary to enter the area code if it is NB (506). The format (Dashes, spaces and brackets), as well as the 506, will be defaulted.

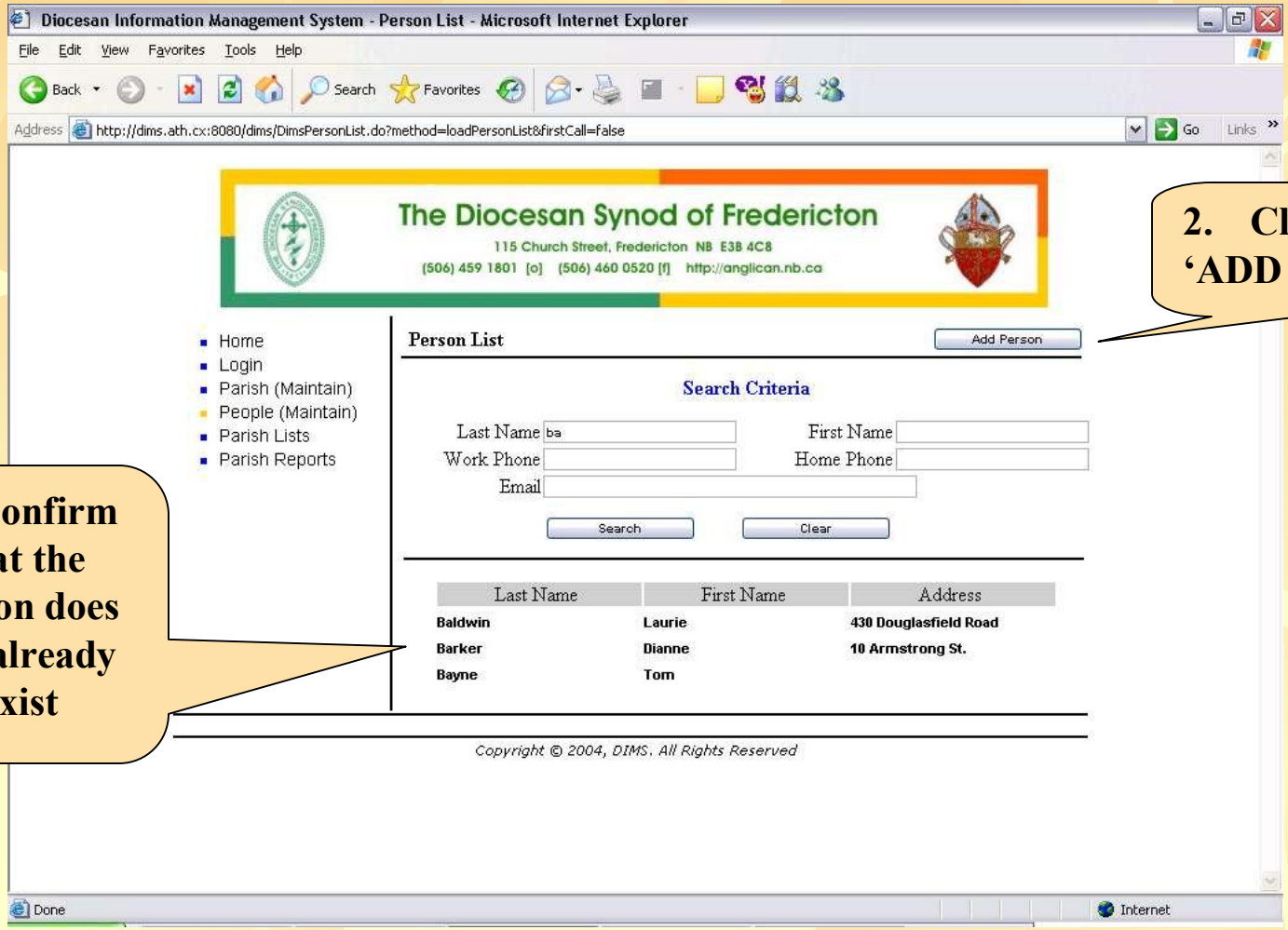
4.6.2 - Edit People (part 2)



Accuracy is extremely important as this is the source for all reporting, mailing lists etc.

- Once all field inputs are entered, click on update to store the updates.
- Once the update button is clicked all changes are made to the database.
- This data is used directly for reporting, email distribution lists & mailing labels

4.8.1 – Add Person (part 1)

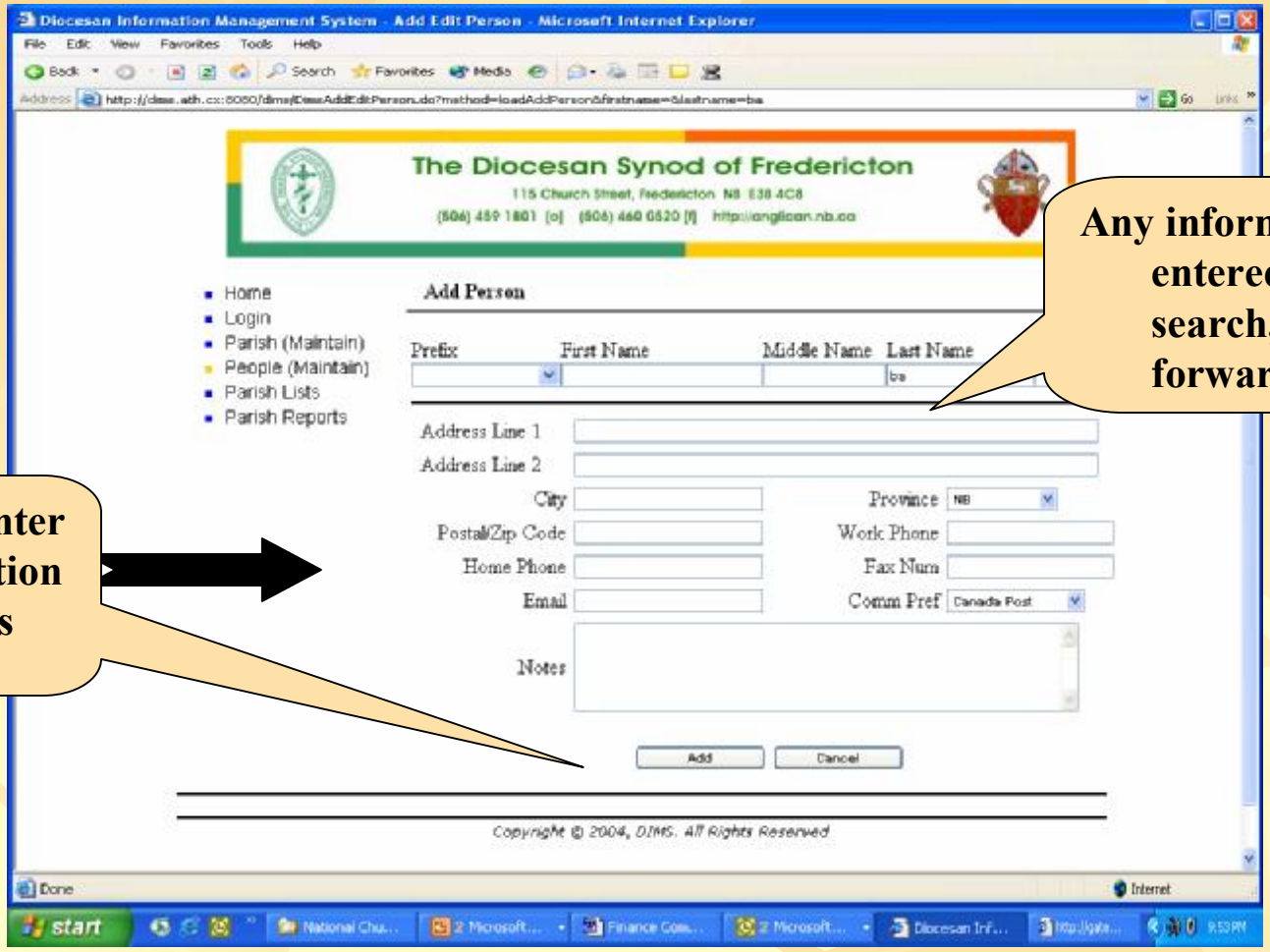


2. Click 'ADD PERSON'

1. Confirm that the person does not already exist

- Once you complete the search and determine the person has not been entered, Click on 'Add Person" and update all the information.

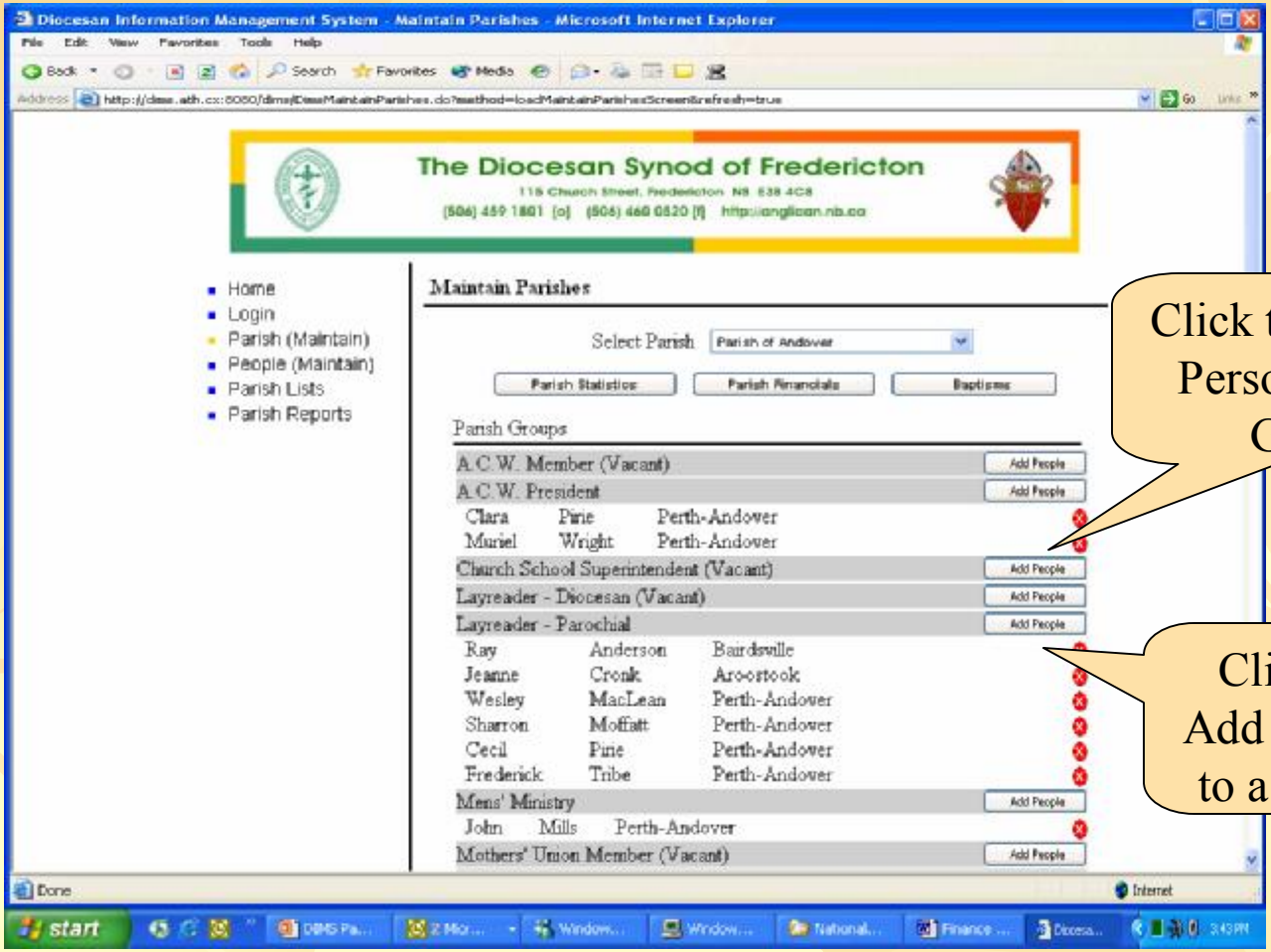
4.8.2 – Add Person (part 2)



- Update all information pertaining to the individual entered.
- Whatever information you entered to start the search will be carried forward as input

5.0 - Parish (Maintain)

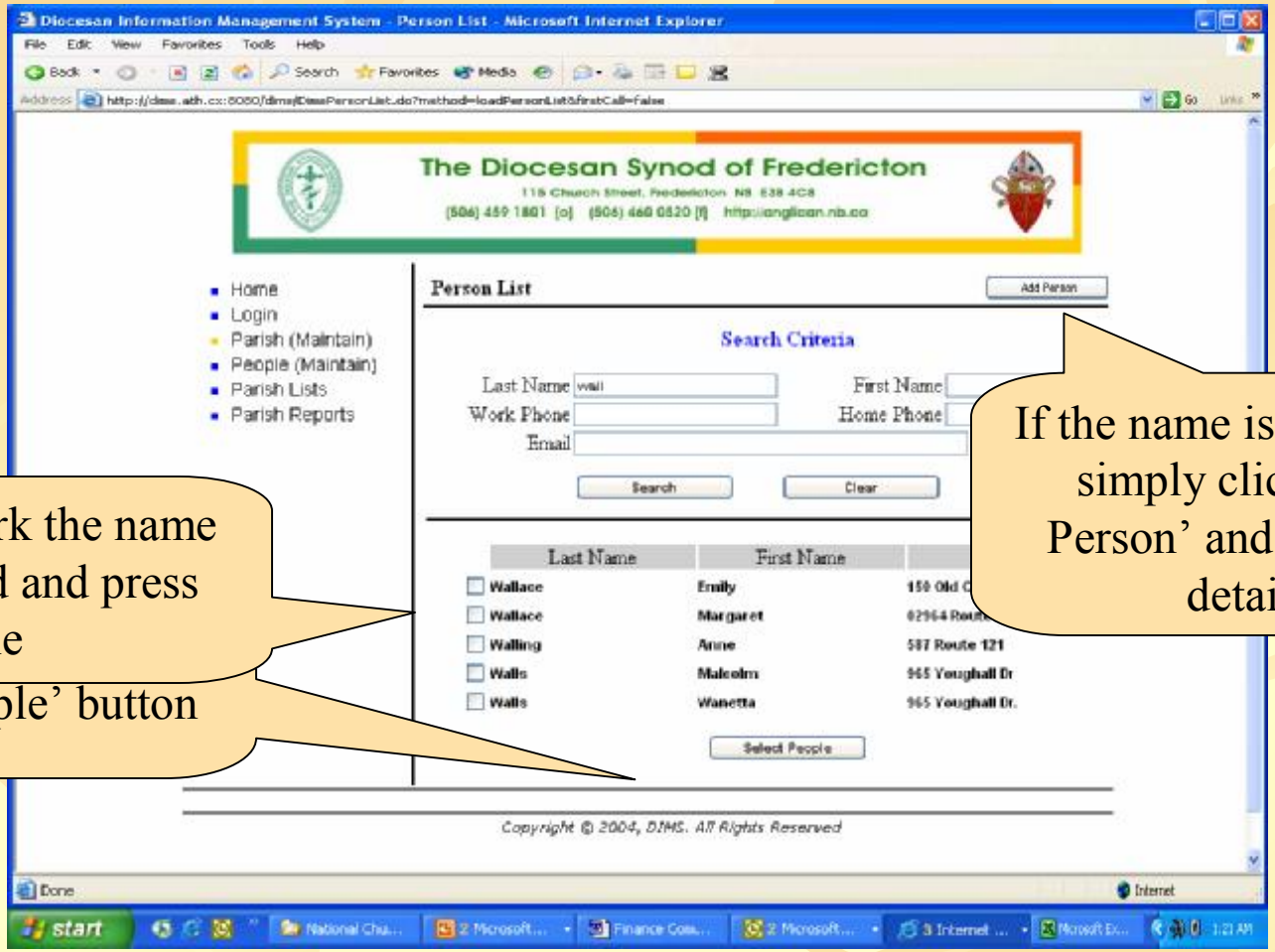
5.1 – Parish (Maintain) – Changes to Group Membership



- Once the Parish is selected all established groups are listed with the ability to;
  - Add (or assign people to the group)
  - Delete people from that group.

  Note: Pressing the (X) only removes the name from the group (not from the database).

5.2 – Parish (Maintain) – Additions to Group Membership

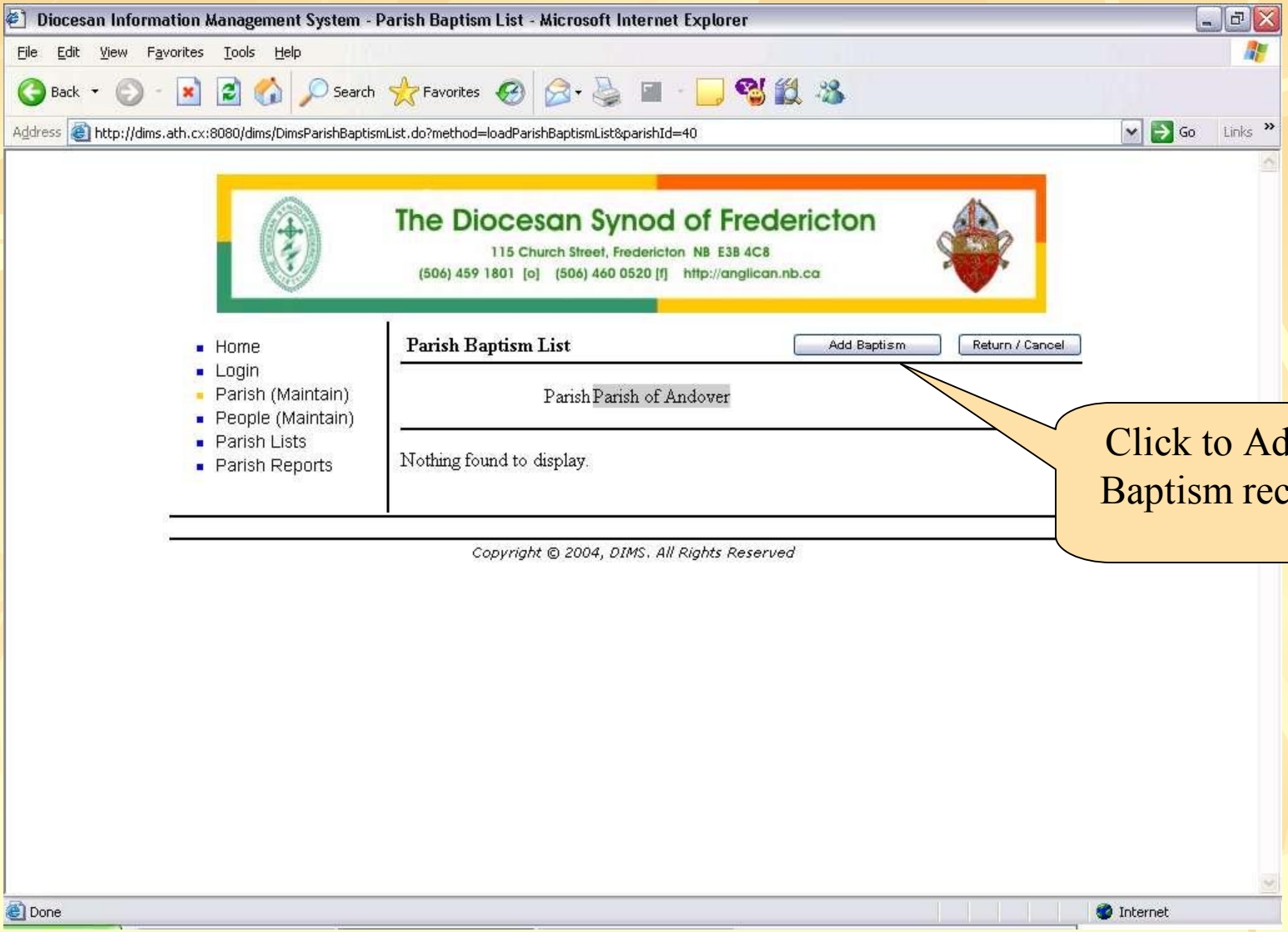


Click to mark the name to be added and press the 'Select People' button

If the name is not found, simply click 'Add Person' and enter the details

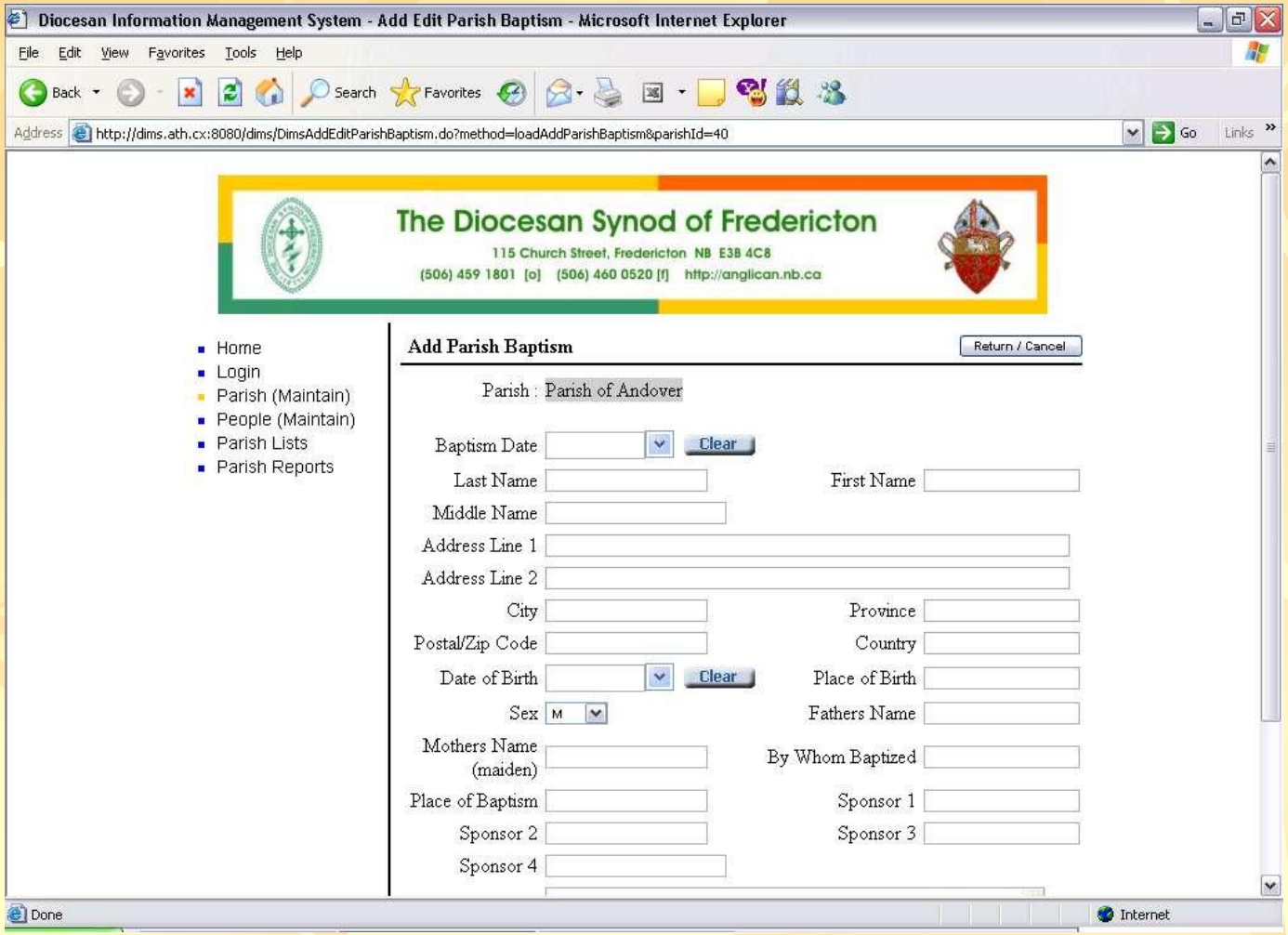
- Once the Add People button is clicked;
  - Search then select the name to be added Note: If the person is not found, you will simply add the name, and return here to add them to the group.

5.3 - Parish Baptism List (none entered)

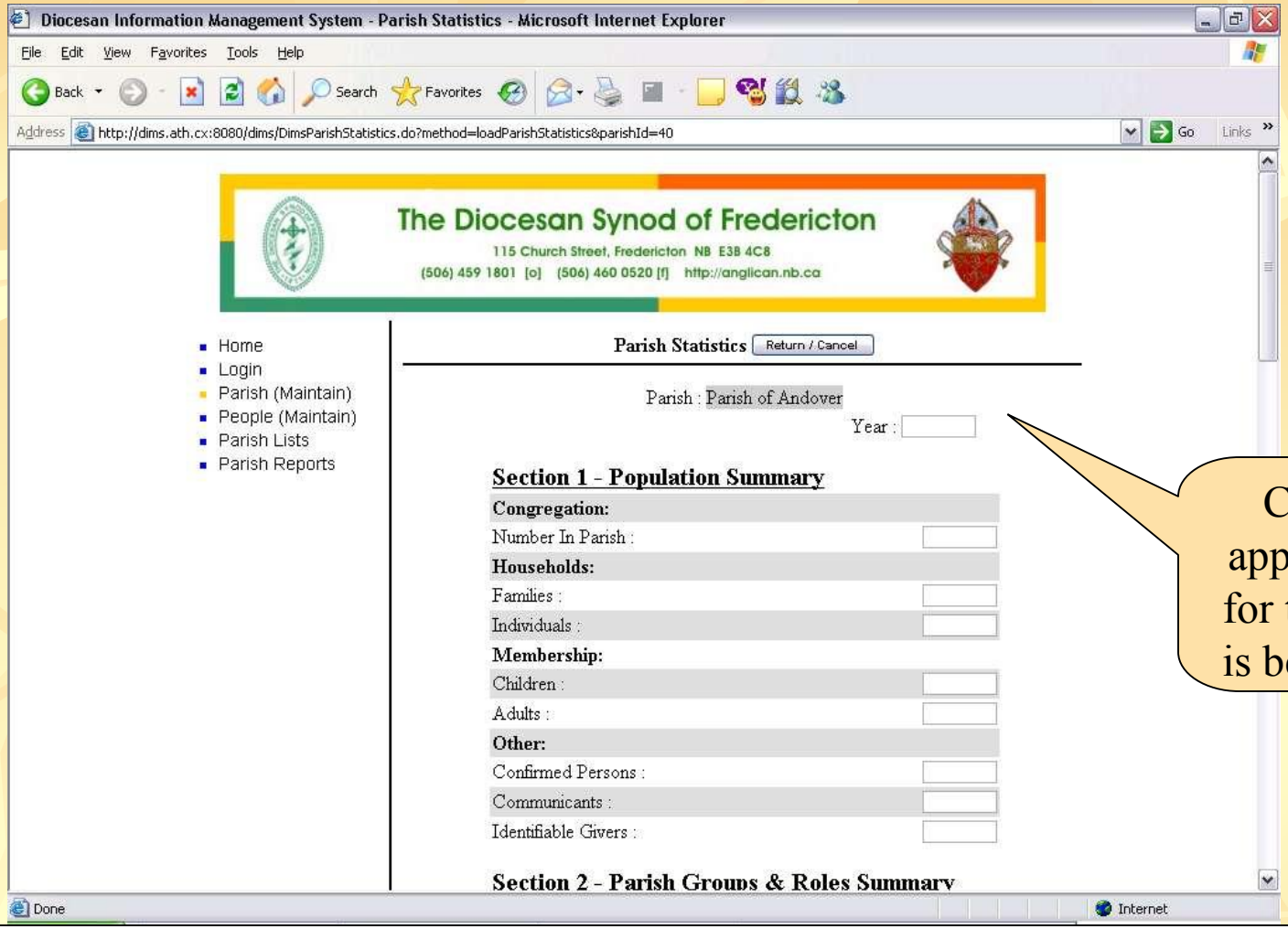


Click to Add a Baptism record

5.4 Add Parish Baptism



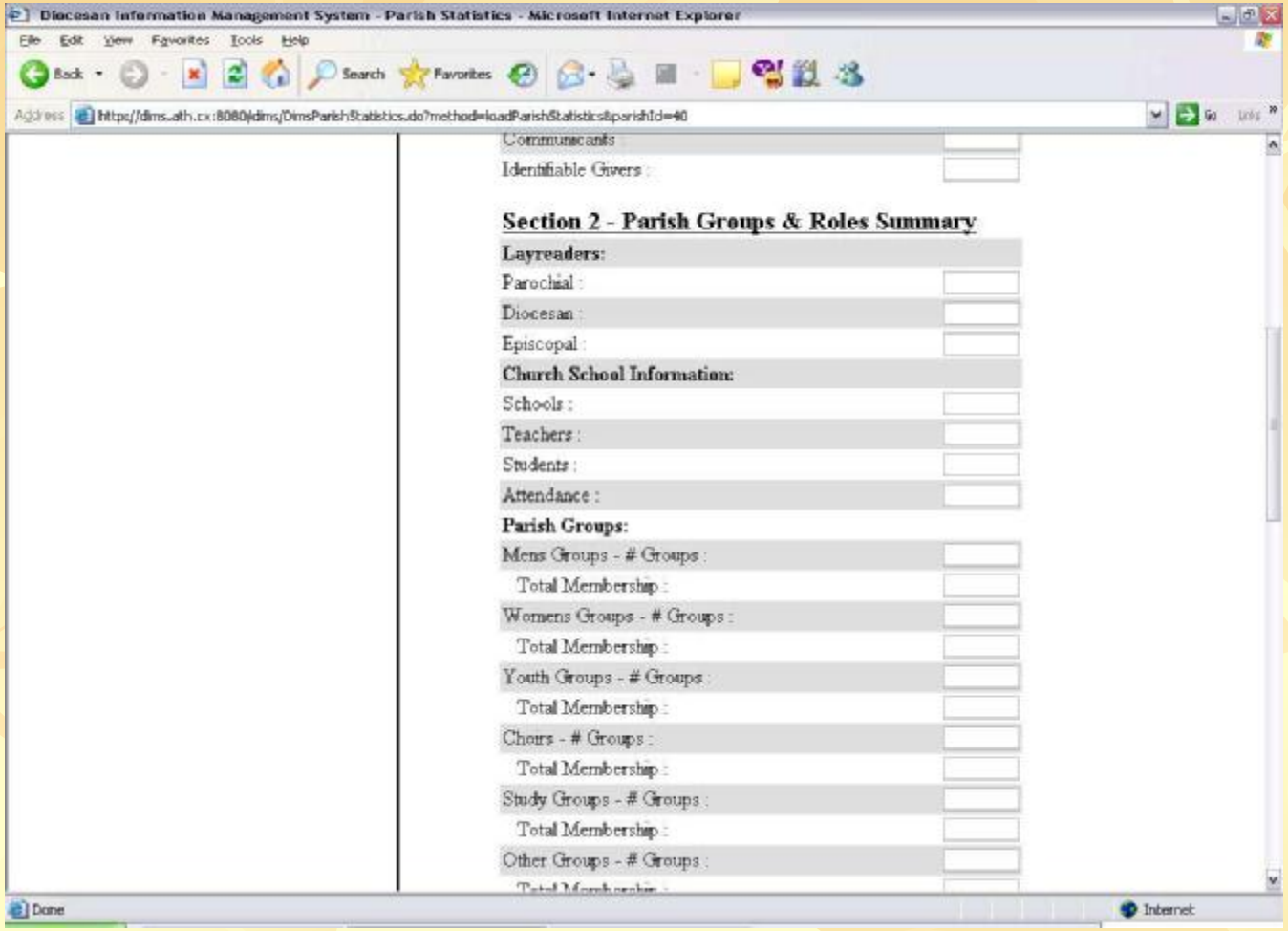
5.5.1 Parish Maintain – Parish Statistics



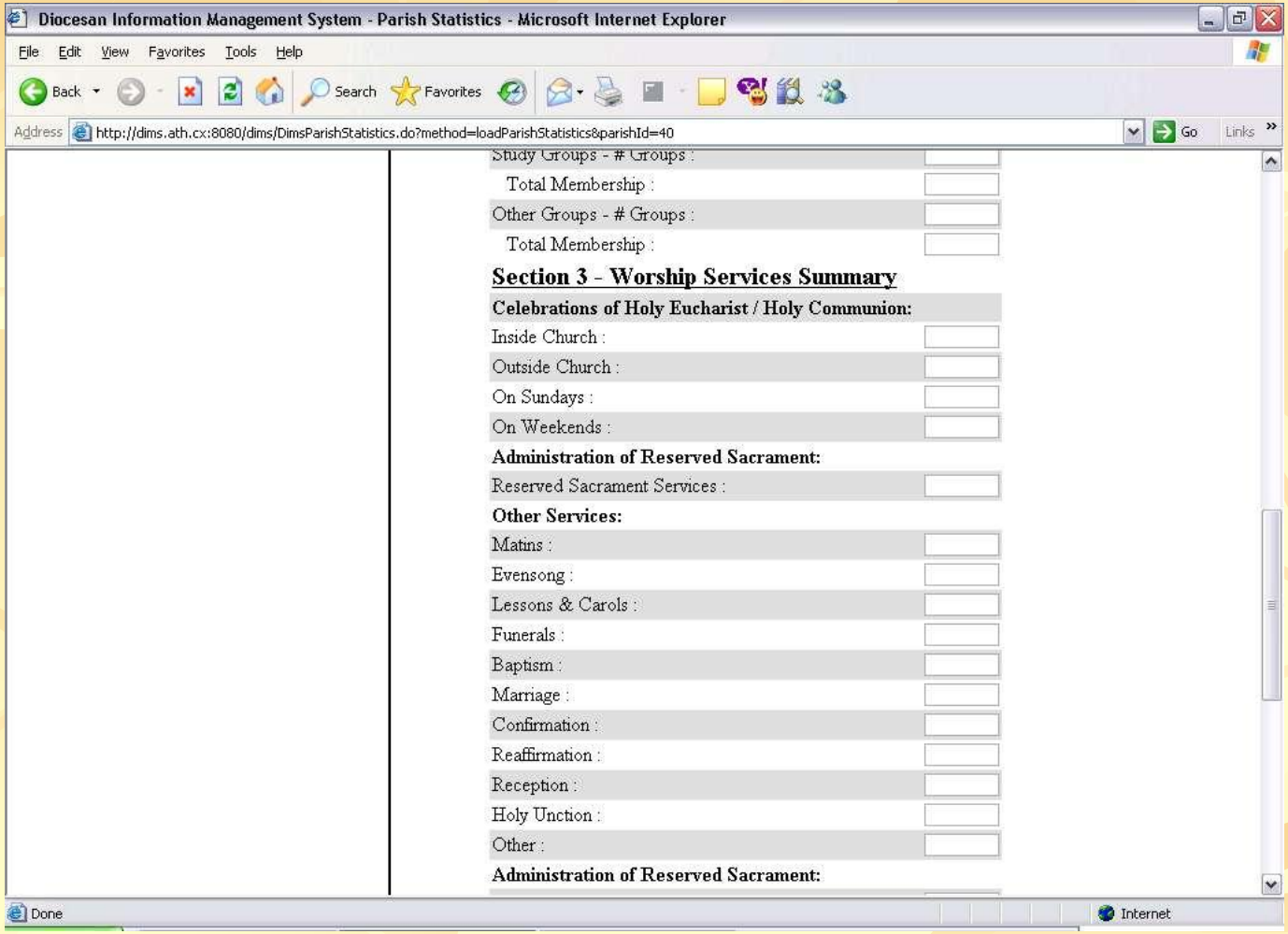
Choose the applicable year for the data that is being entered

- **Simply scroll down as you enter the specific detail**

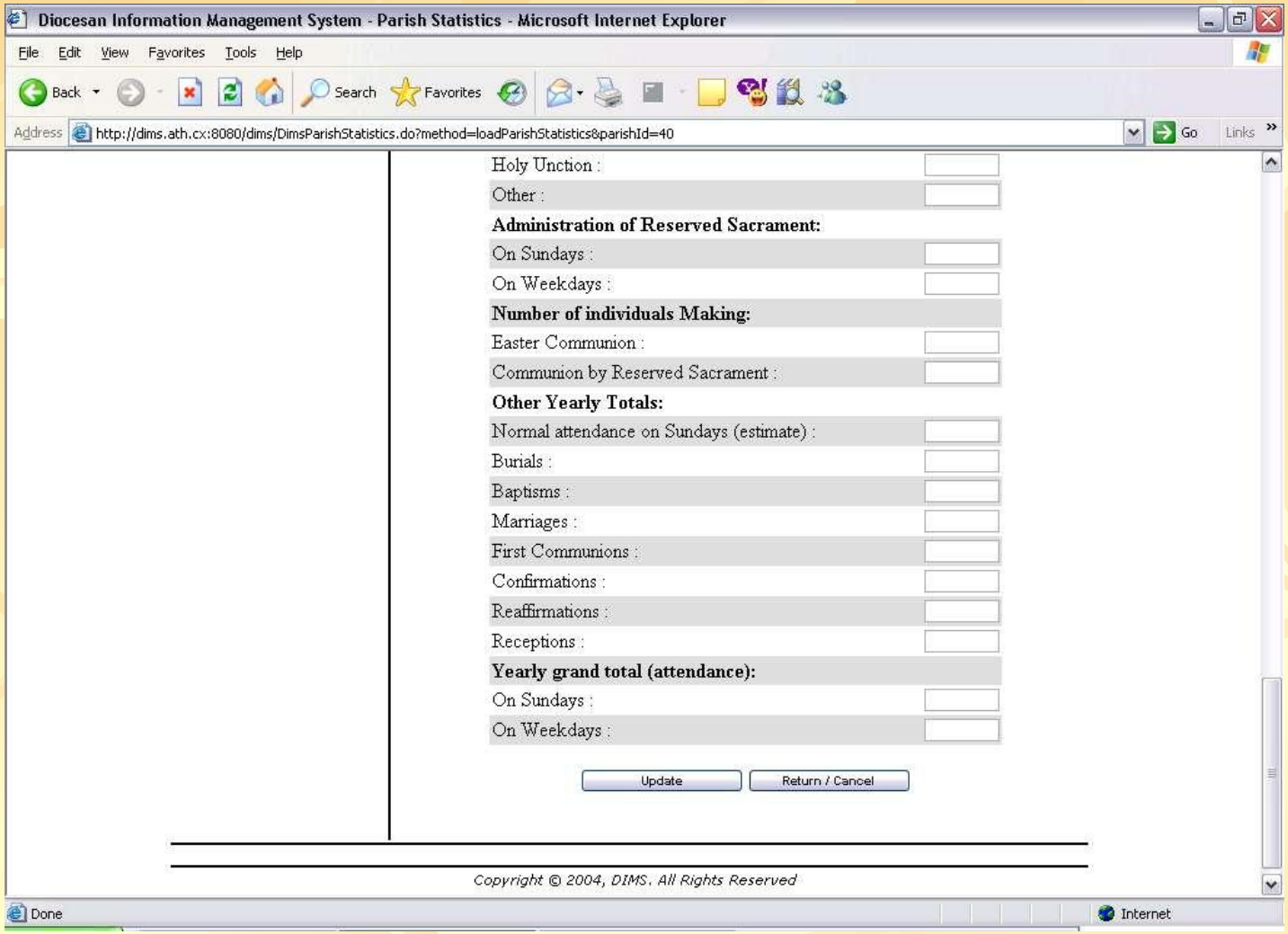
5.5.2 Parish Maintain – Parish Statistics



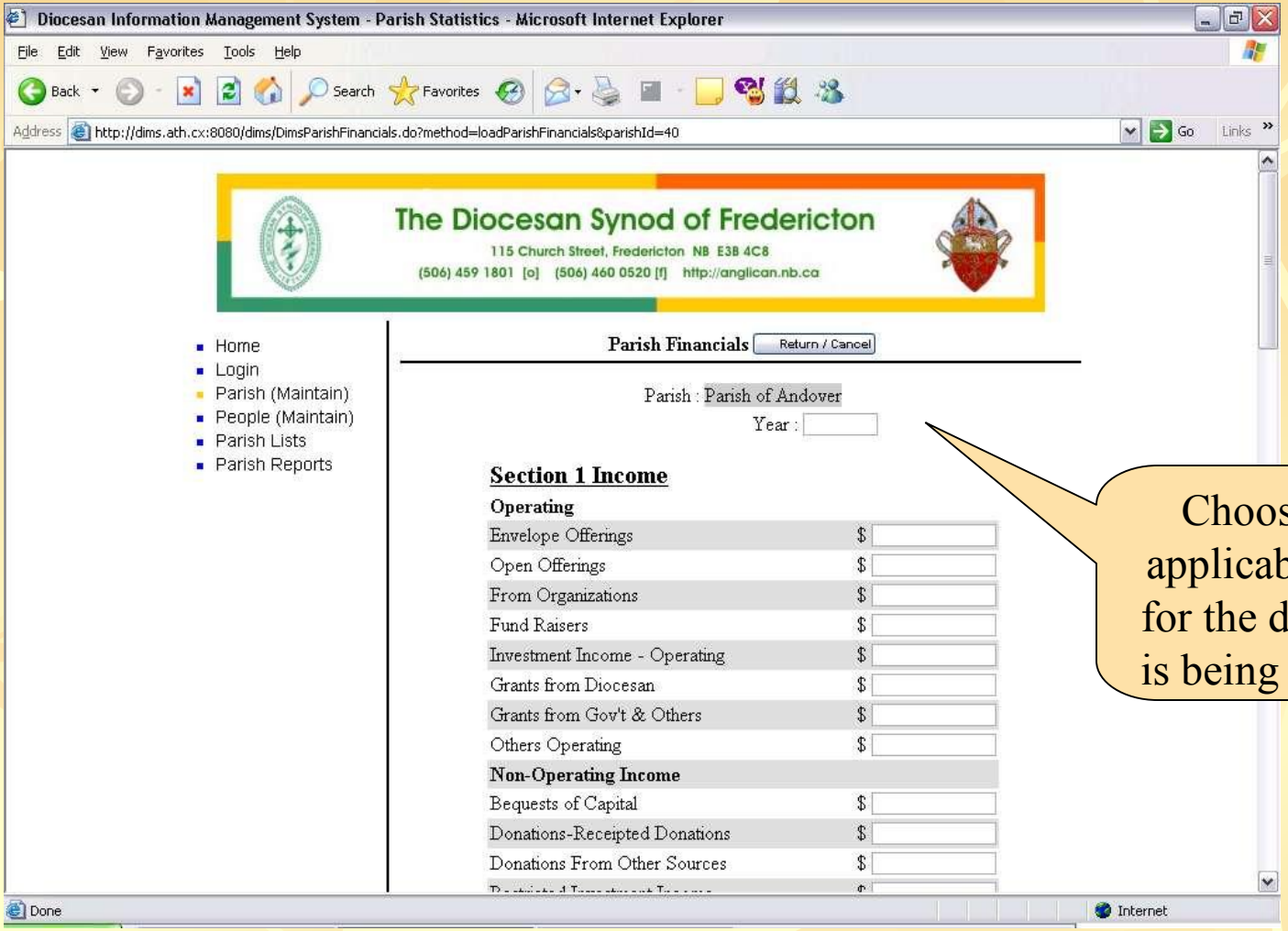
5.5.3 Parish Maintain – Parish Statistics



5.5.4 Parish Maintain – Parish Statistics



5.6.1 - Parish Financials

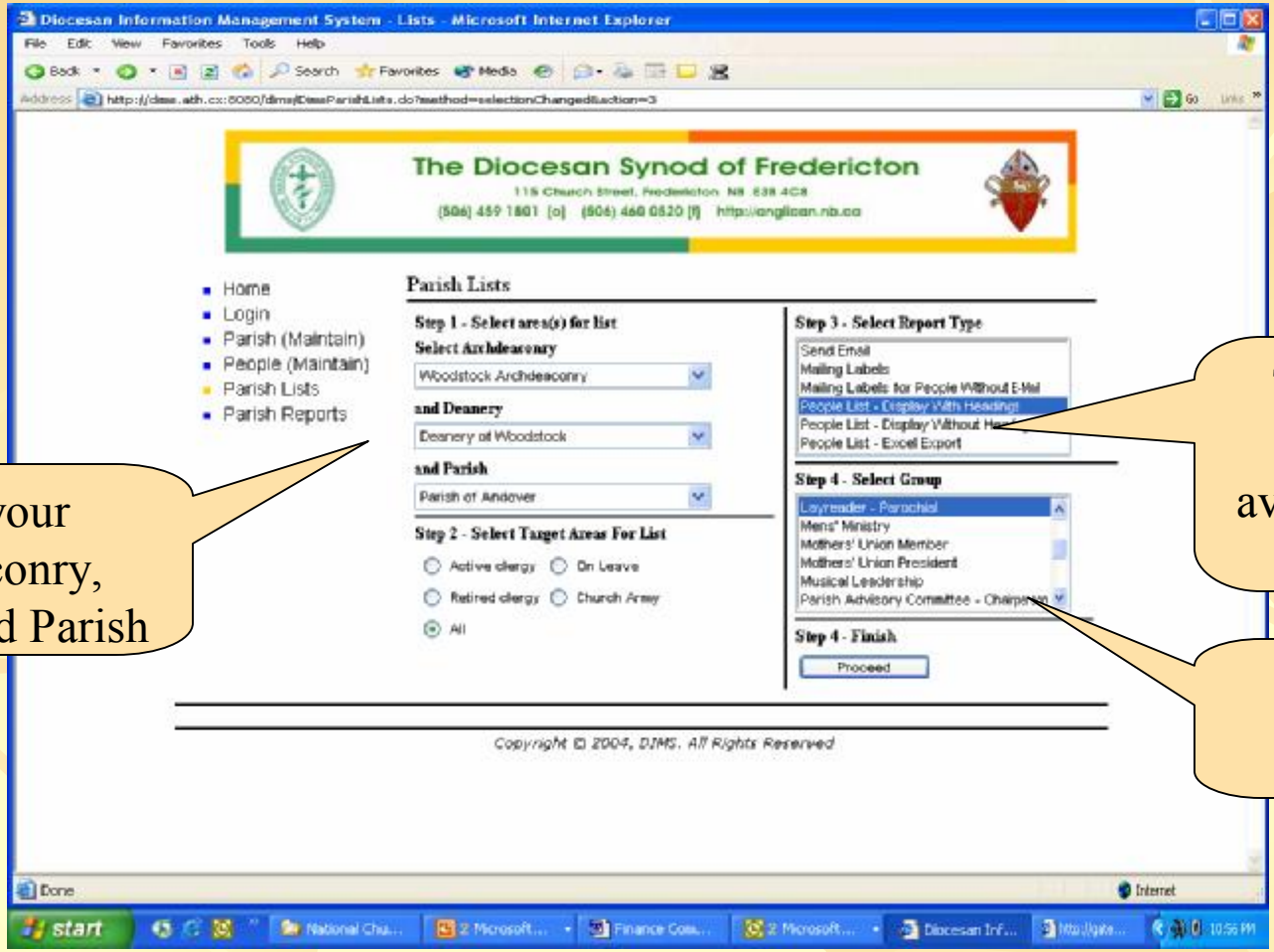


Choose the applicable year for the data that is being entered

- **Once the annual data input is complete Diocesan reports can be generated without data re-input.**
- **As with the Statistical data input simply scroll down until you have reached the end of the form.**

6 - Parish Lists

6.1 – Parish Lists - Selections



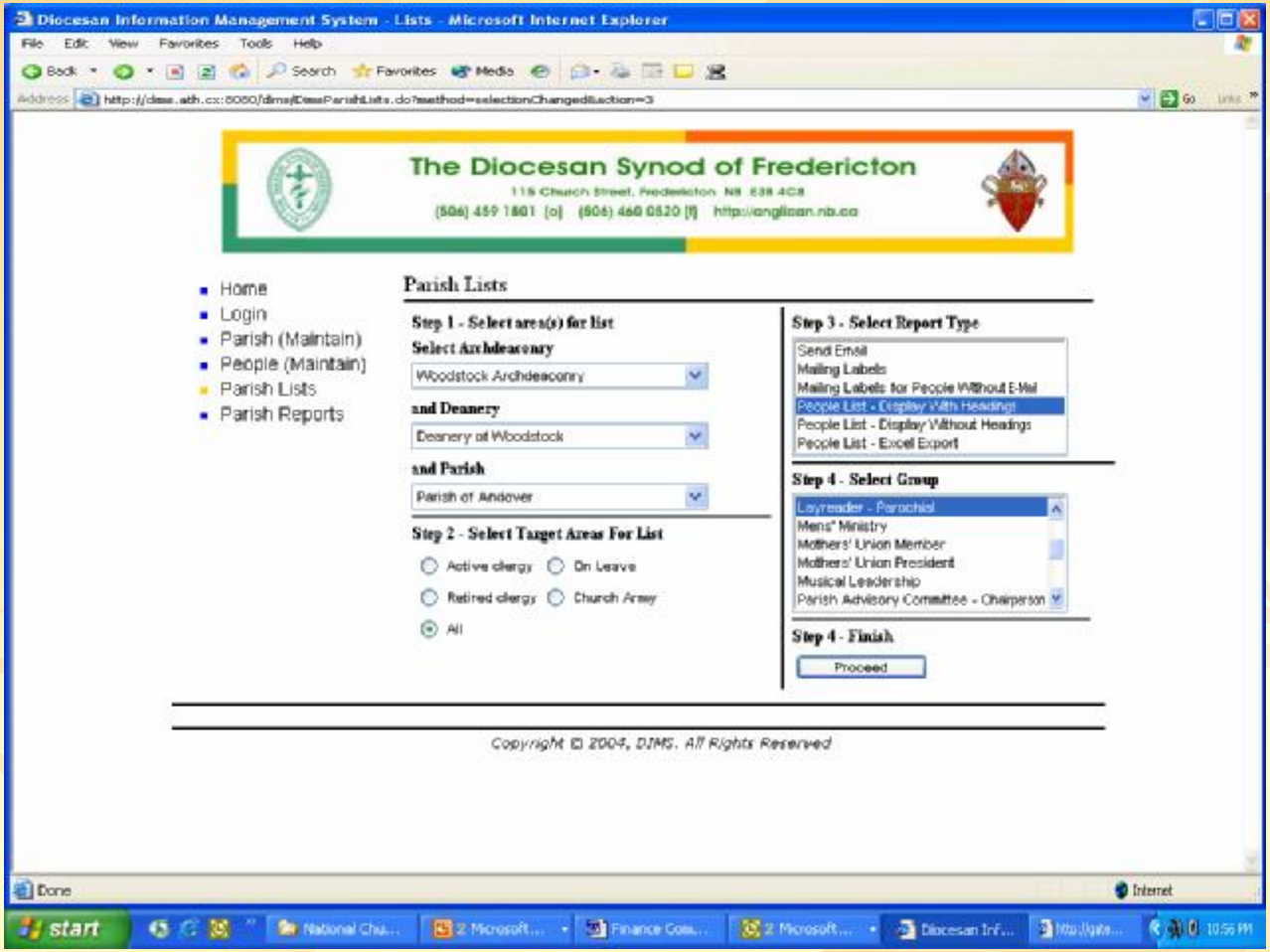
Select your Archdeaconry, Deanery and Parish

Then choose from the available Report types

…Then the group

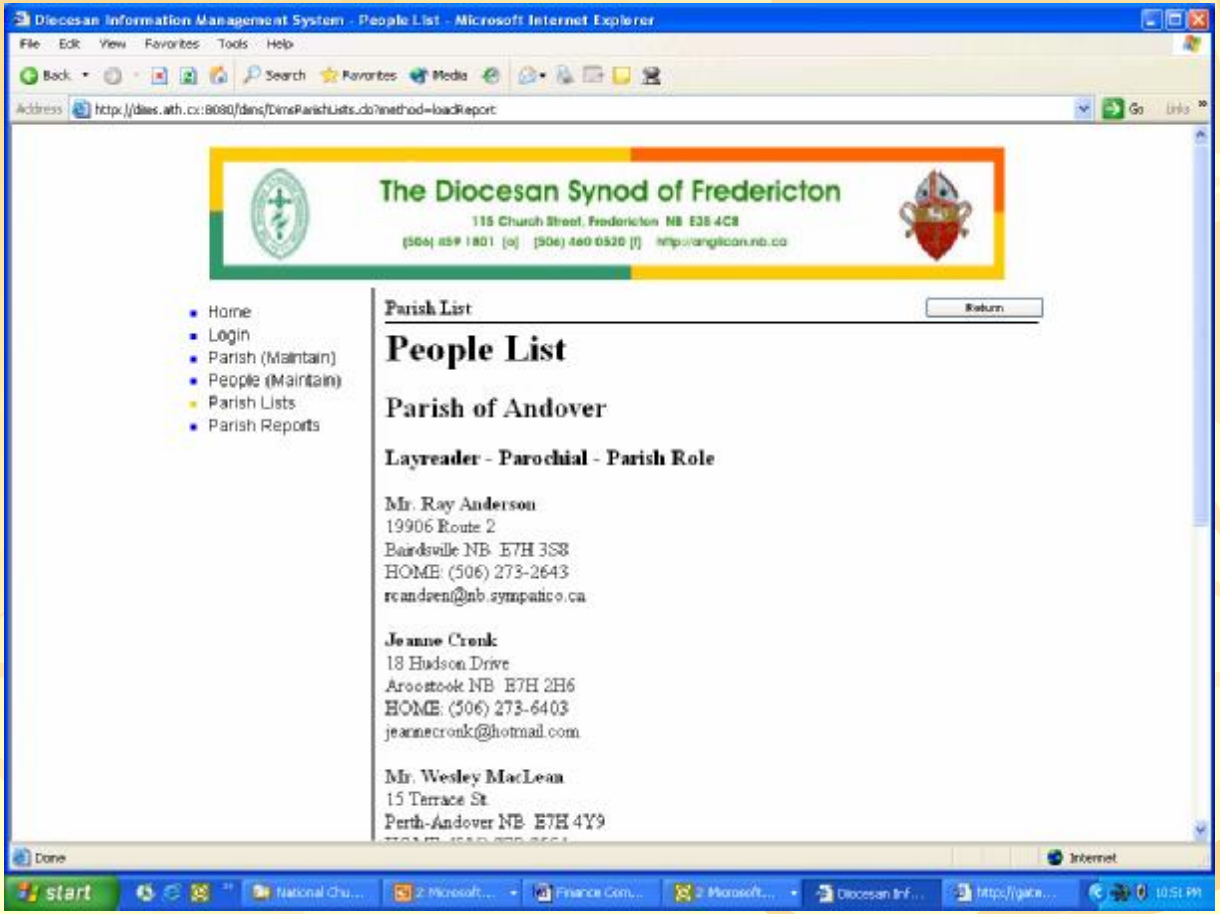
- The 'Parish Lists' function enables sending email, selecting report format and targeting all (or specific groups).
- Once selections are made, click 'Proceed' to obtain the requested outcome.

6.2a – Parish Lists (People List - Display with Headings - Selection)



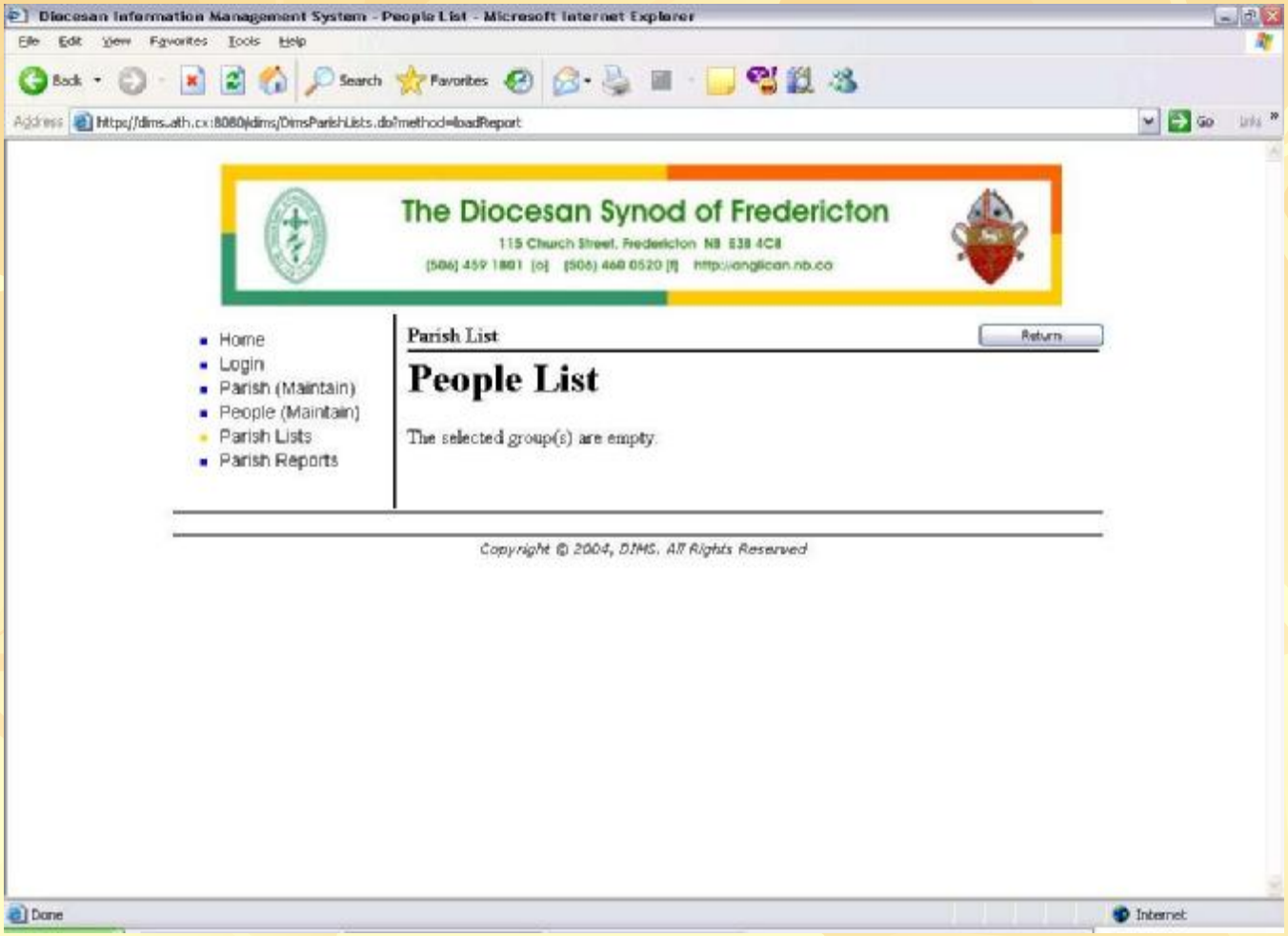
- By choosing the 'Display with Headings' Report Type and Layreaders (Parochial) the report is displayed on screen.

6.2b – Parish Lists (Display with Headings) - Results



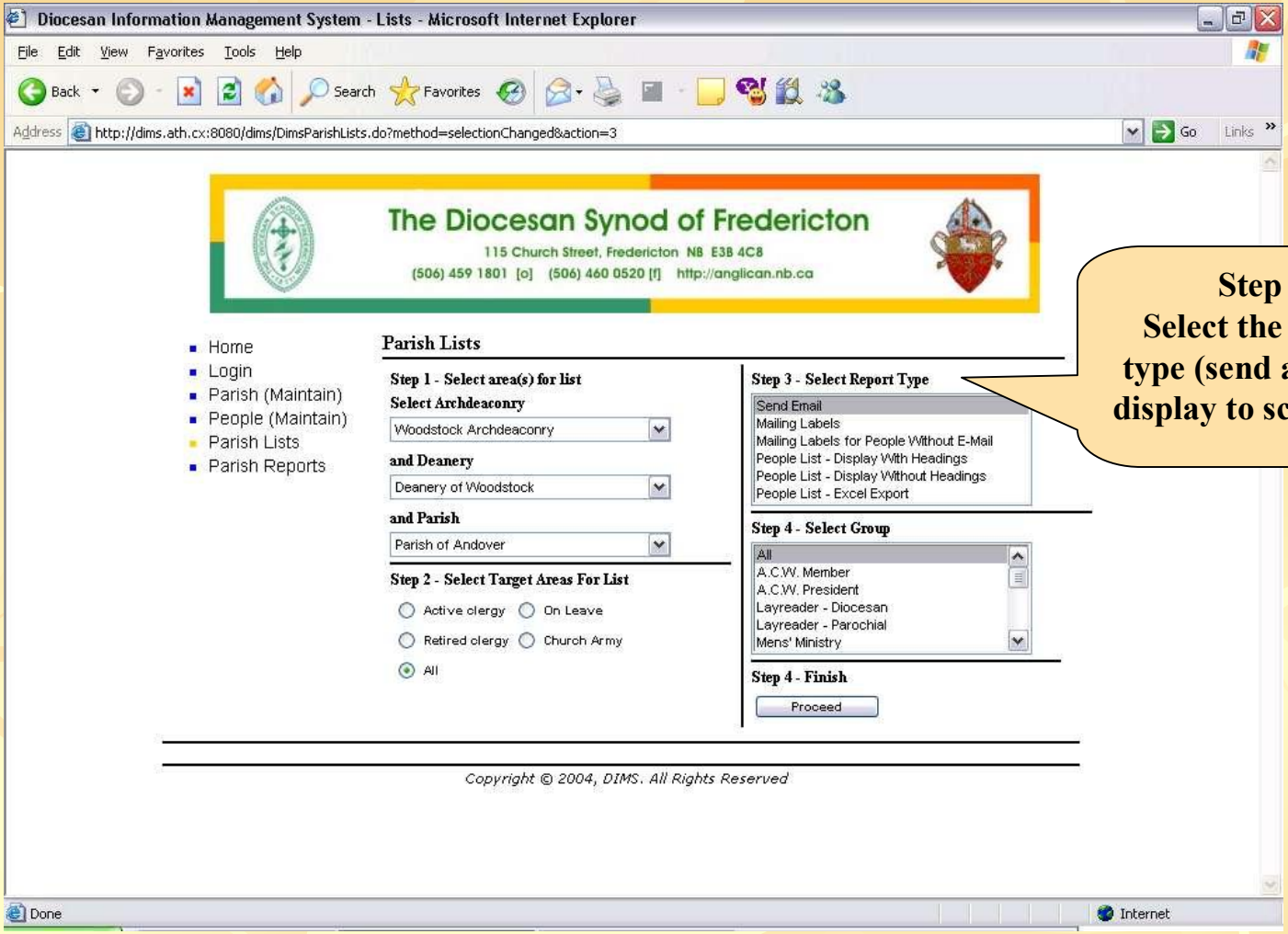
- Results from choosing the 'Display with Headings' report type and Layreaders (Parochial) the report is displayed on screen.

6.2c – Parish Lists (Results – none)



- If there are no people entered in a particular list, the results will indicate this with the message "The selected group(s) are empty".

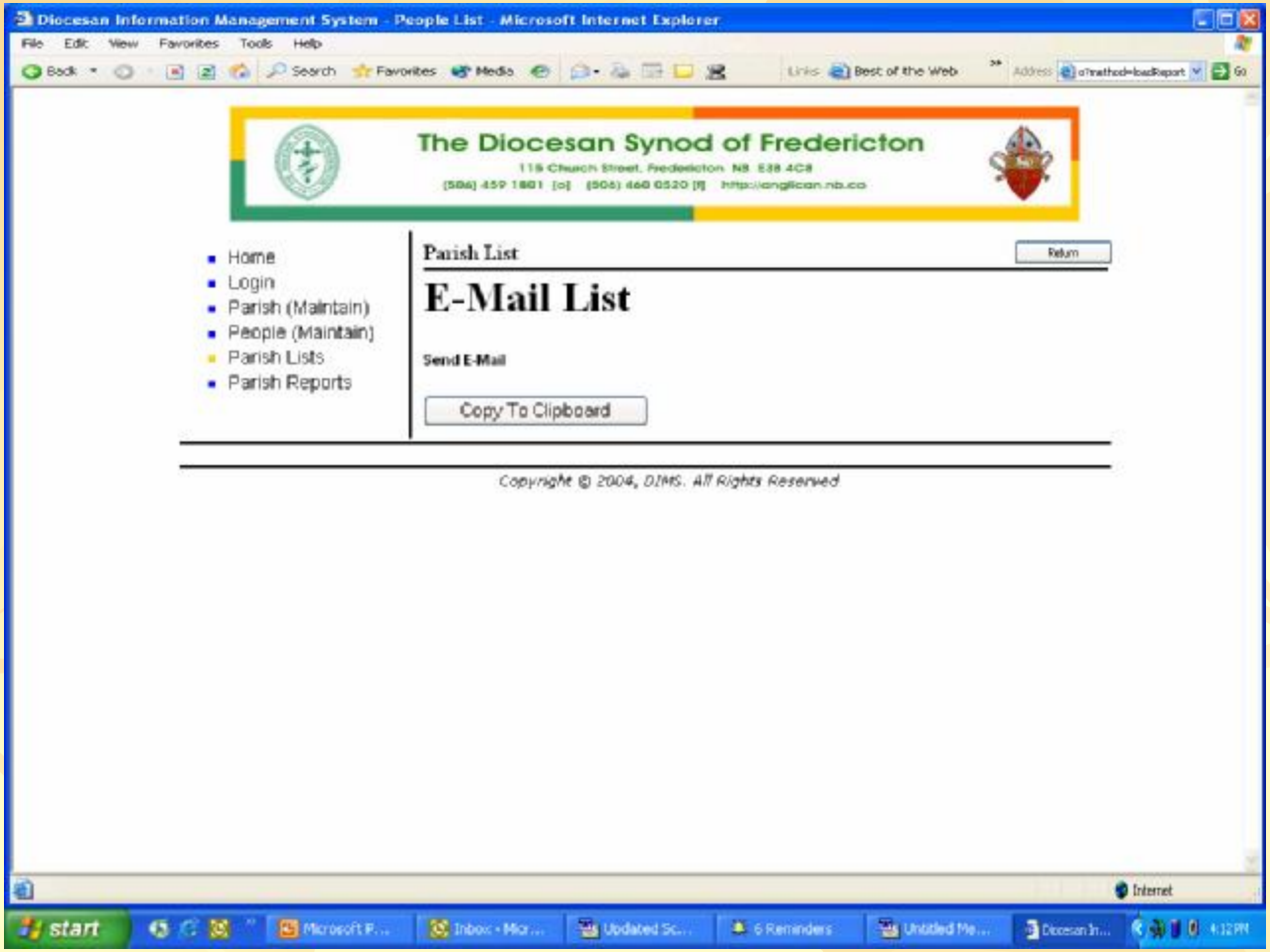
6.3a – Parish Lists (Send Email) - Selection



Step 3:
Select the Report type (send an email, display to screen, etc.

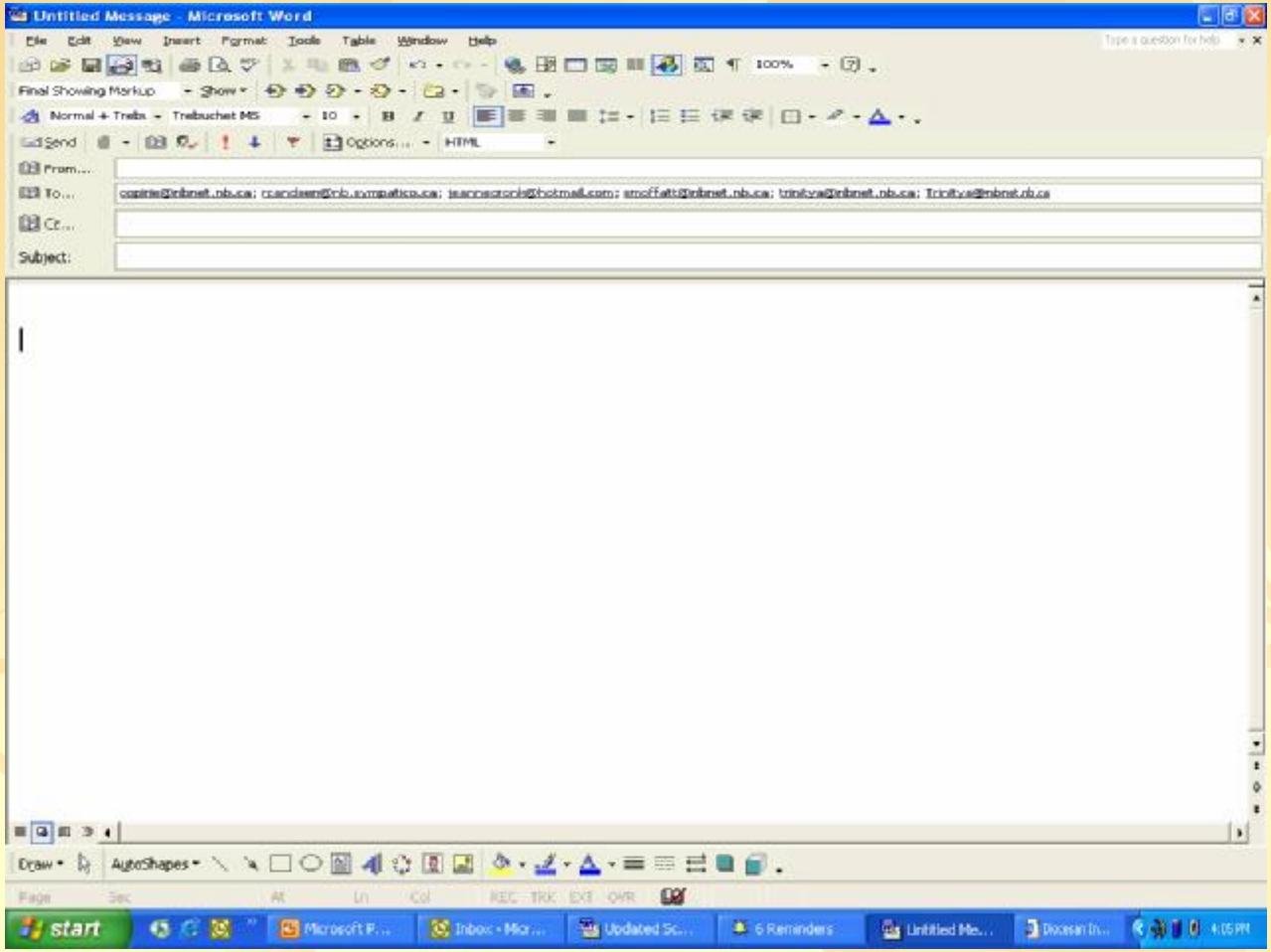
- **Following steps 1 through 4, you identify the people (groups/committees etc.) for an email distribution list**

6.3b – Parish Lists (Send Email - Results)



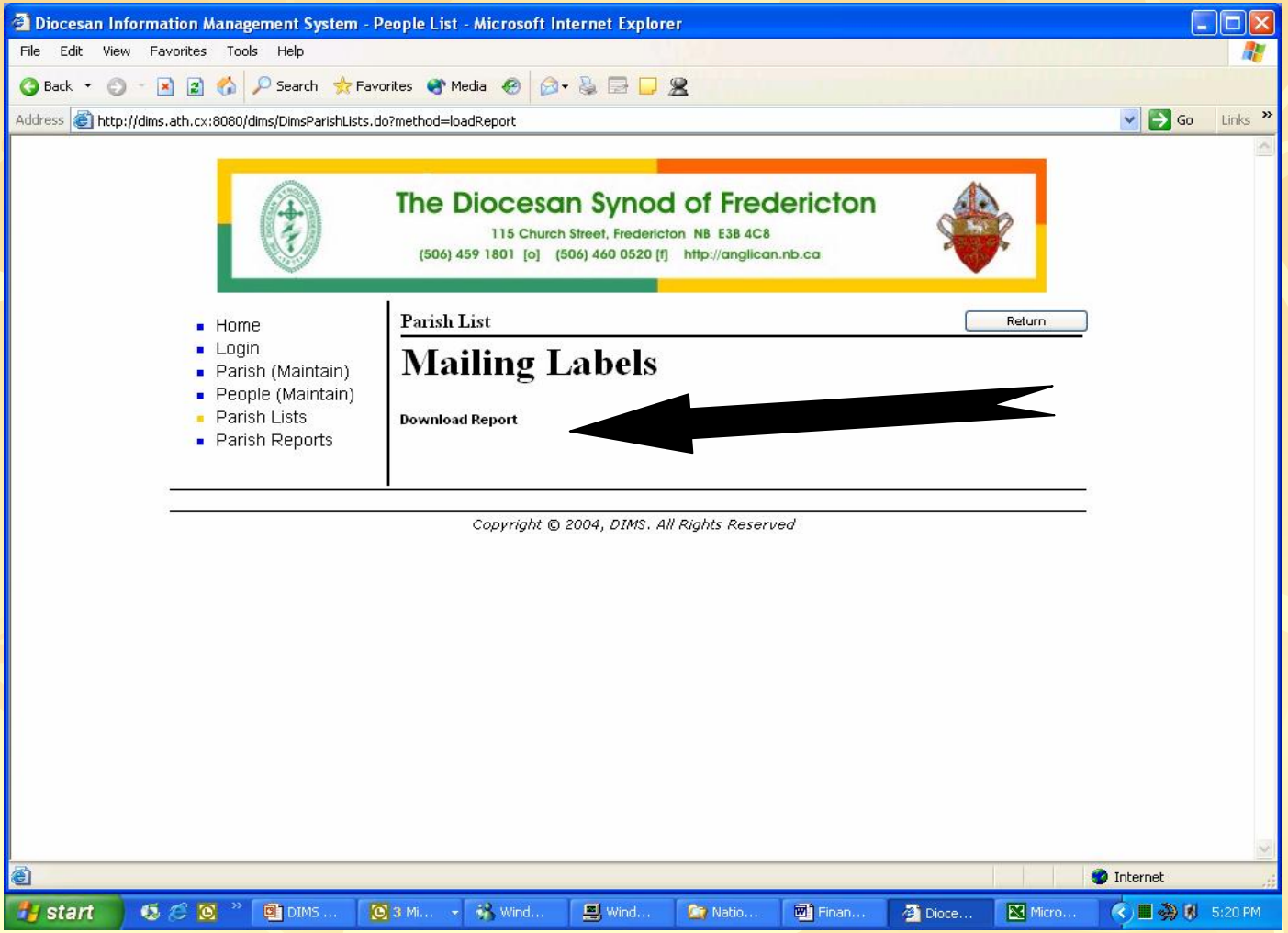
- **Clicking on 'Copy TO Clipboard, copies all the resulting email addresses of your selection.**

6.3c – Parish Lists (Send Email Results)



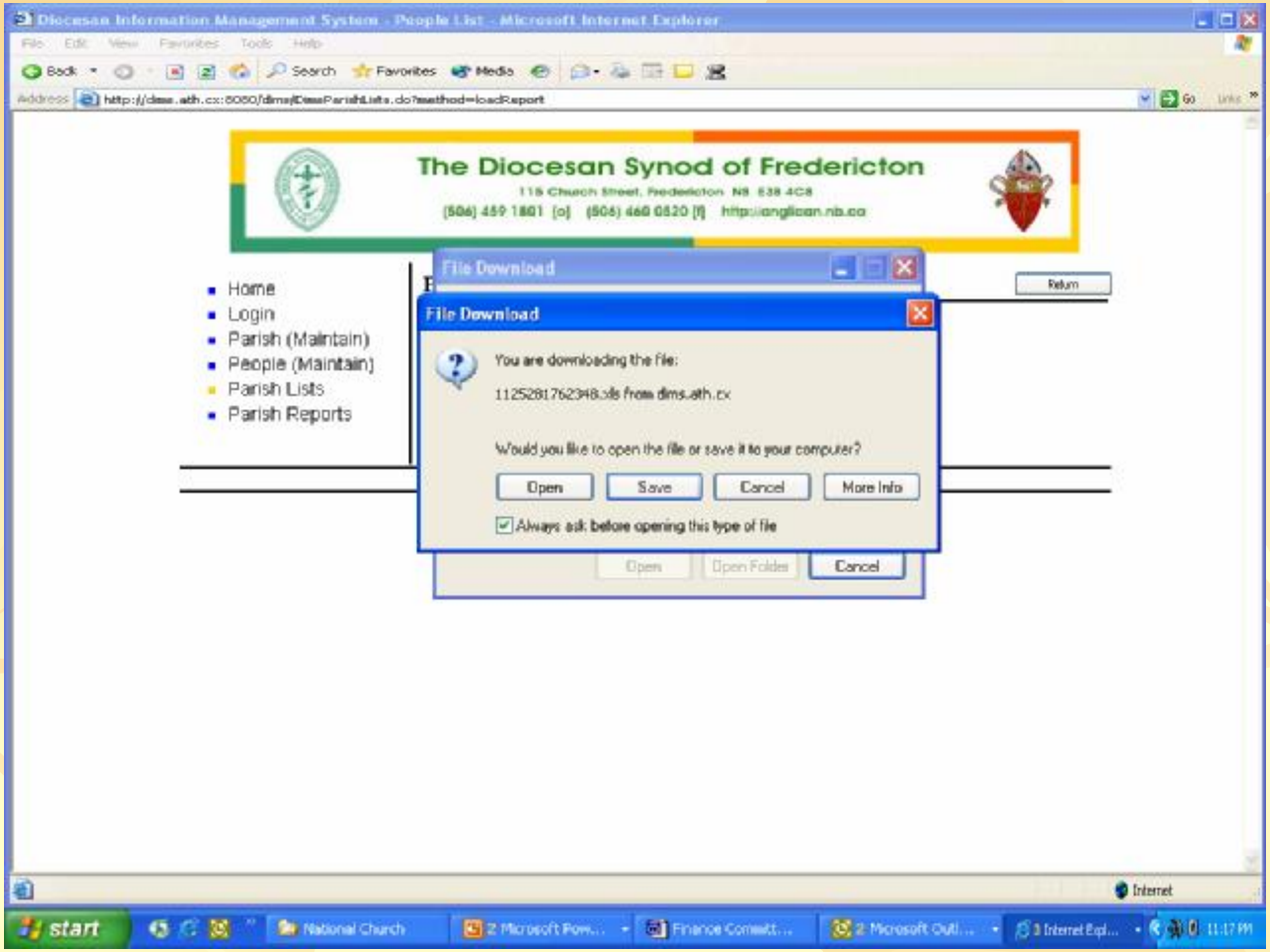
- Email addresses can then be pasted in the appropriate address field.
- Prepare and send the email as usual.

6.4 – Parish Lists – Mailing Labels - Selection



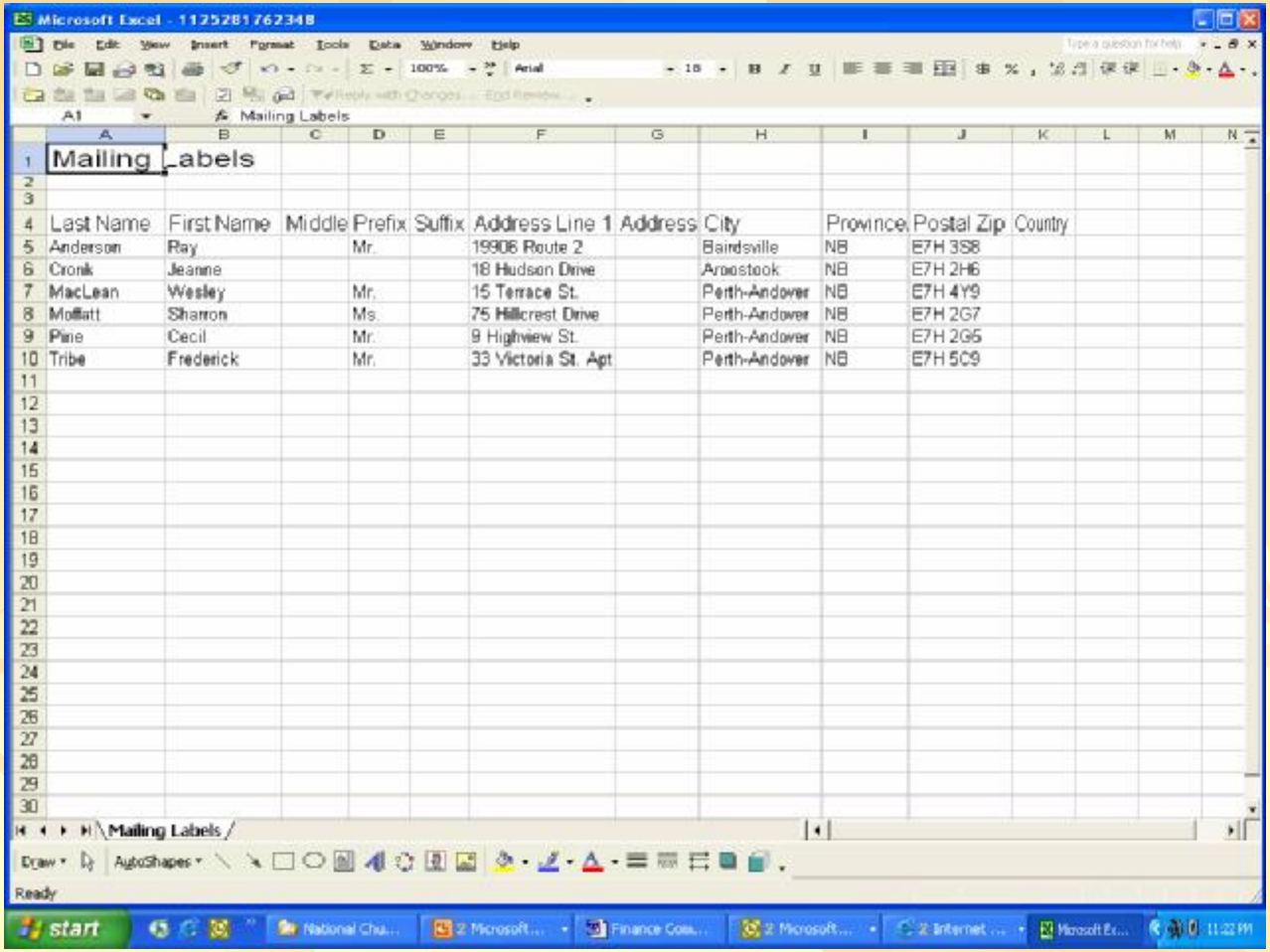
- The 'Parish Lists' function also enables creation of Mailing Labels. In this case, you have selected 'Mailing Labels' as the report type. Simply click 'Download Report'.

6.4.1 – Parish Lists – Mailing Labels - Results



- You are provided the option to 'Open' or 'Save' the results.

6.4.2 – Parish Lists – Mailing Labels - Results

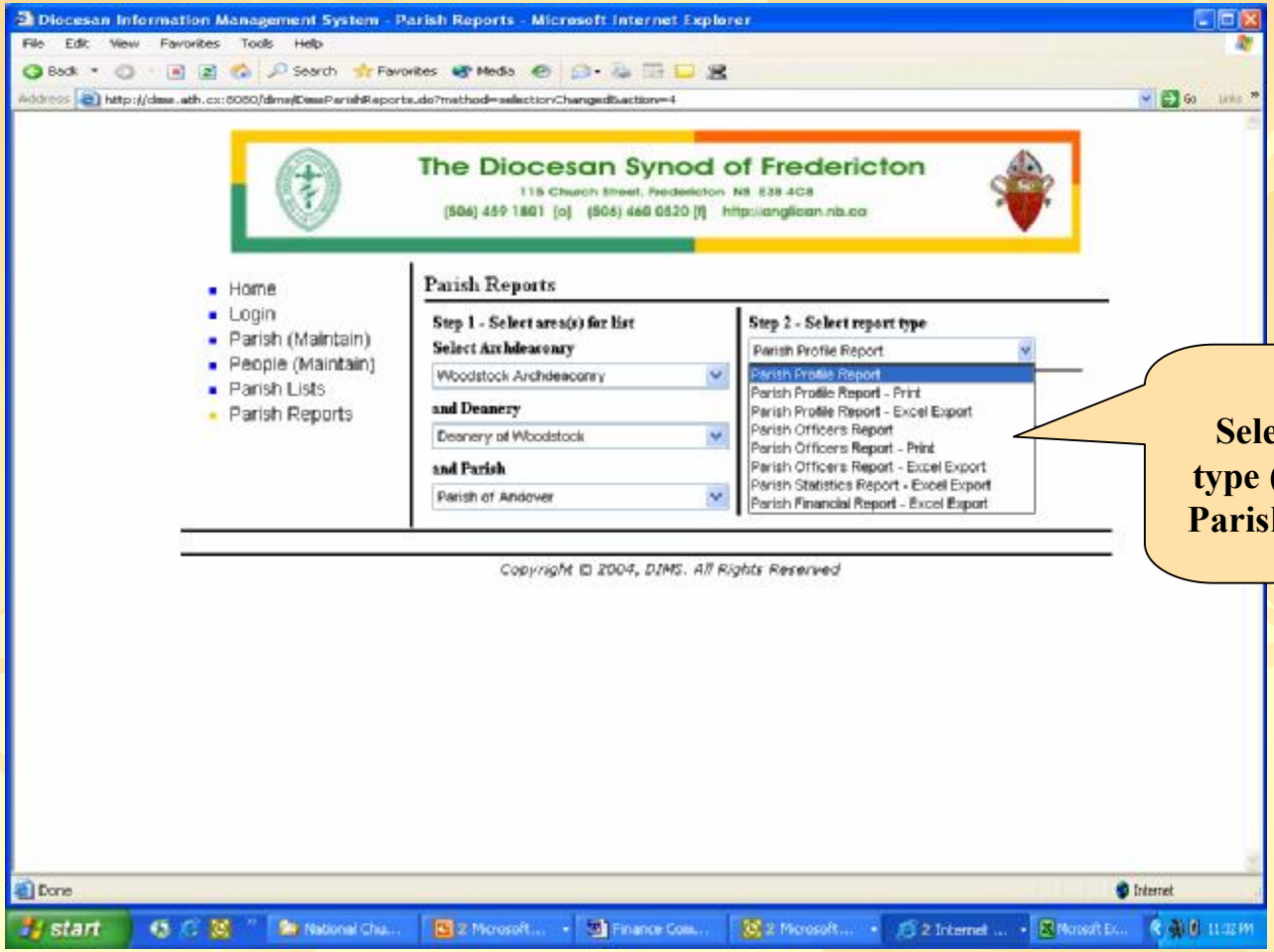


	A	B	C	D	E	F	G	H	I	J	K
1	Mailing Labels										
2											
3											
4	Last Name	First Name	Middle	Prefix	Suffix	Address Line 1	Address	City	Province	Postal Zip	Country
5	Anderson	Ray		Mr.		19906 Route 2		Bairdsville	NB	E7H 3S8	
6	Cronk	Jeanne				18 Hudson Drive		Aroostook	NB	E7H 2H6	
7	MacLean	Wesley		Mr.		15 Terrace St.		Perth-Andover	NB	E7H 4Y9	
8	Moffatt	Sharron		Ms.		75 Hillcrest Drive		Perth-Andover	NB	E7H 2G7	
9	Pine	Cecil		Mr.		9 Highview St.		Perth-Andover	NB	E7H 2G5	
10	Tribe	Frederick		Mr.		33 Victoria St. Apt		Perth-Andover	NB	E7H 5C9	

- The file created and available to save and open includes all information necessary for creating mailing labels

7 - Parish Reports

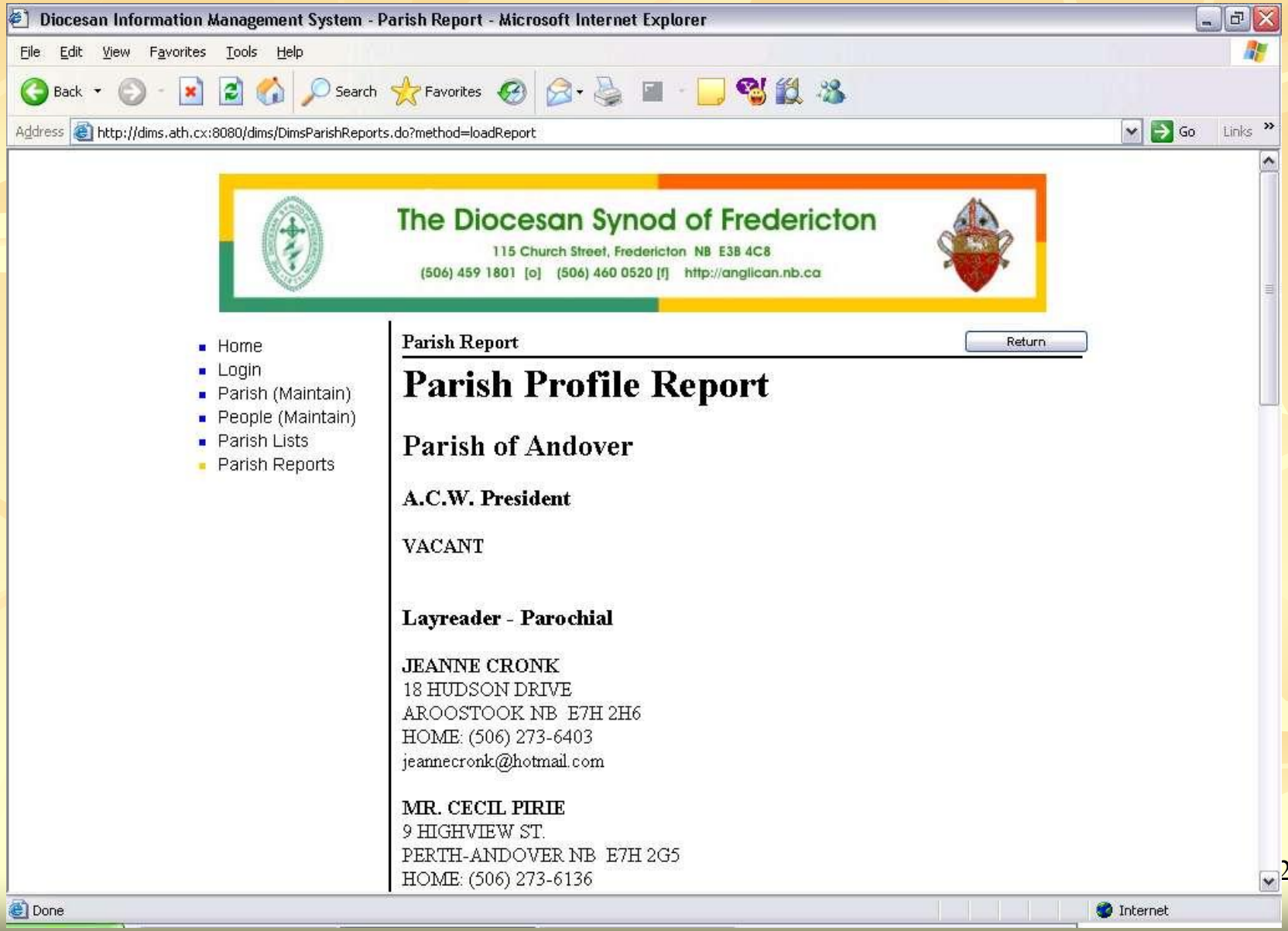
7.1 – Parish Reports (Selections)



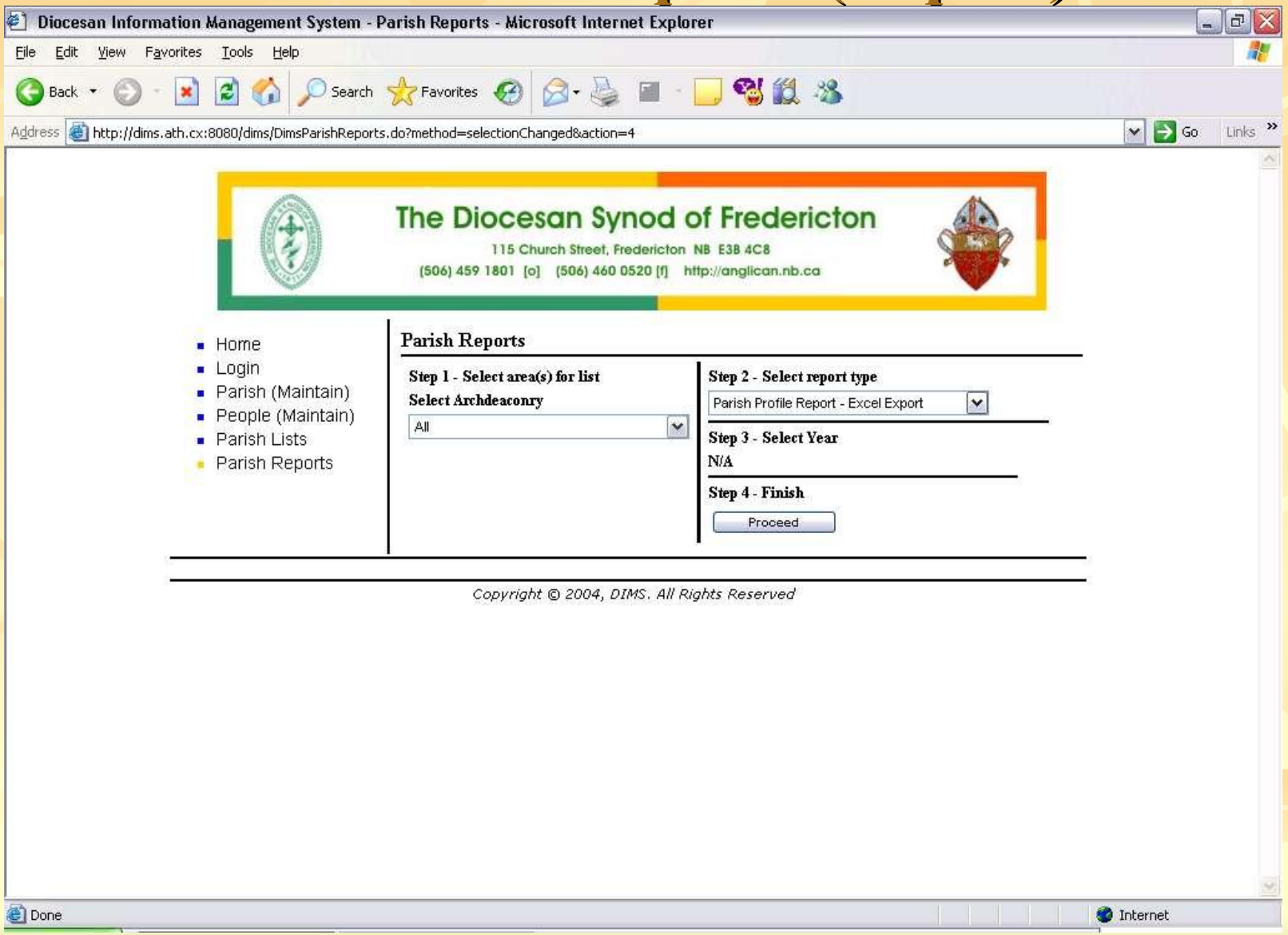
Step 2:
Select the Report type (Parish Profile, Parish Statistics, etc.

- **Following steps 1 and 2, your Archdeaconry, Deanery and the requested report.**

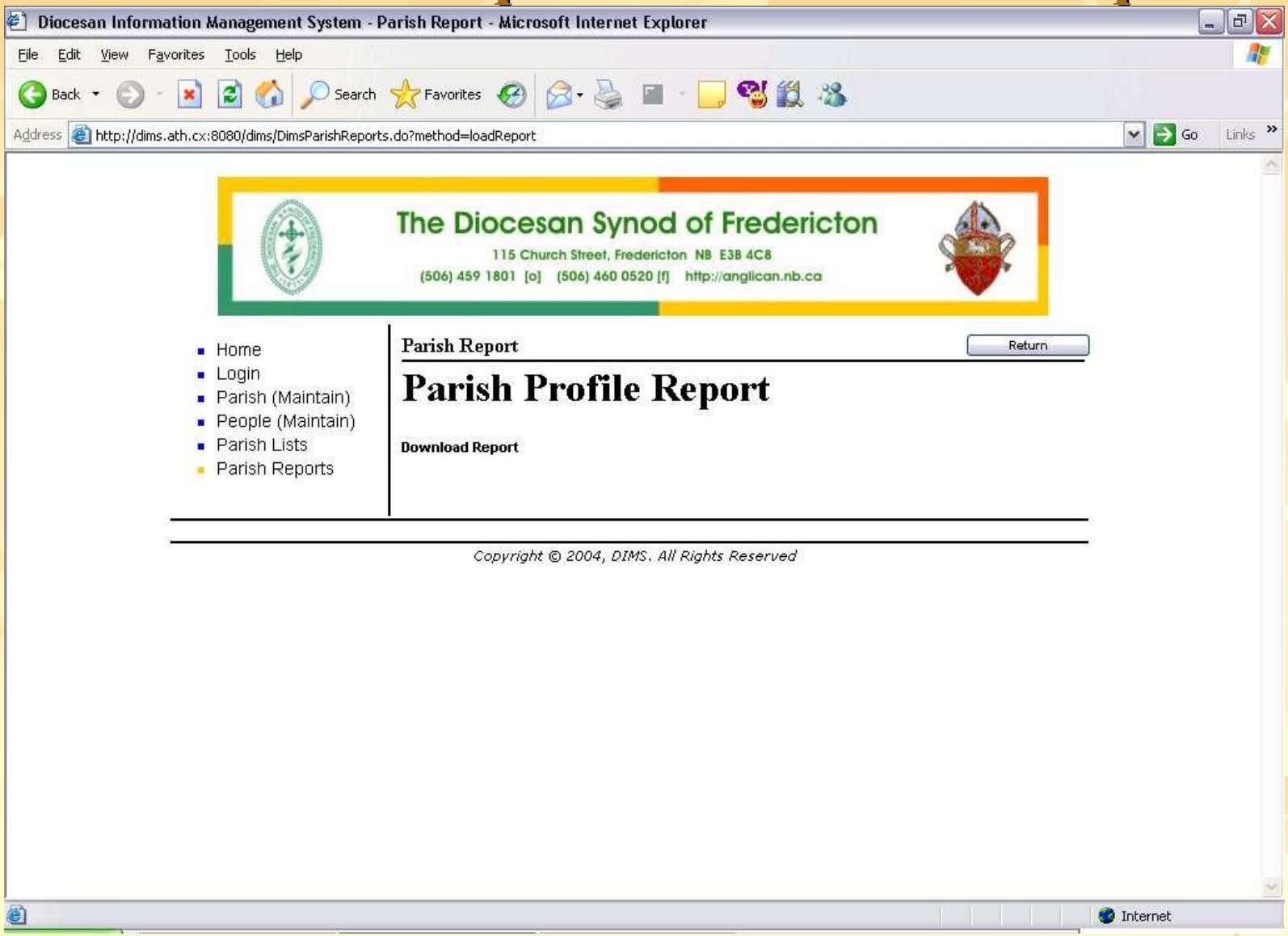
7.2 – Parish Reports – Parish Profile Report



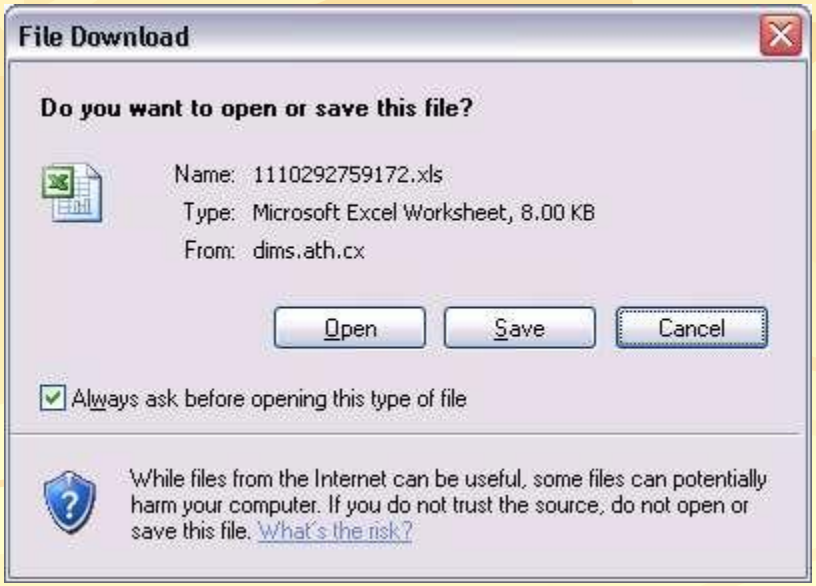
7.3 – Parish Reports (Export)



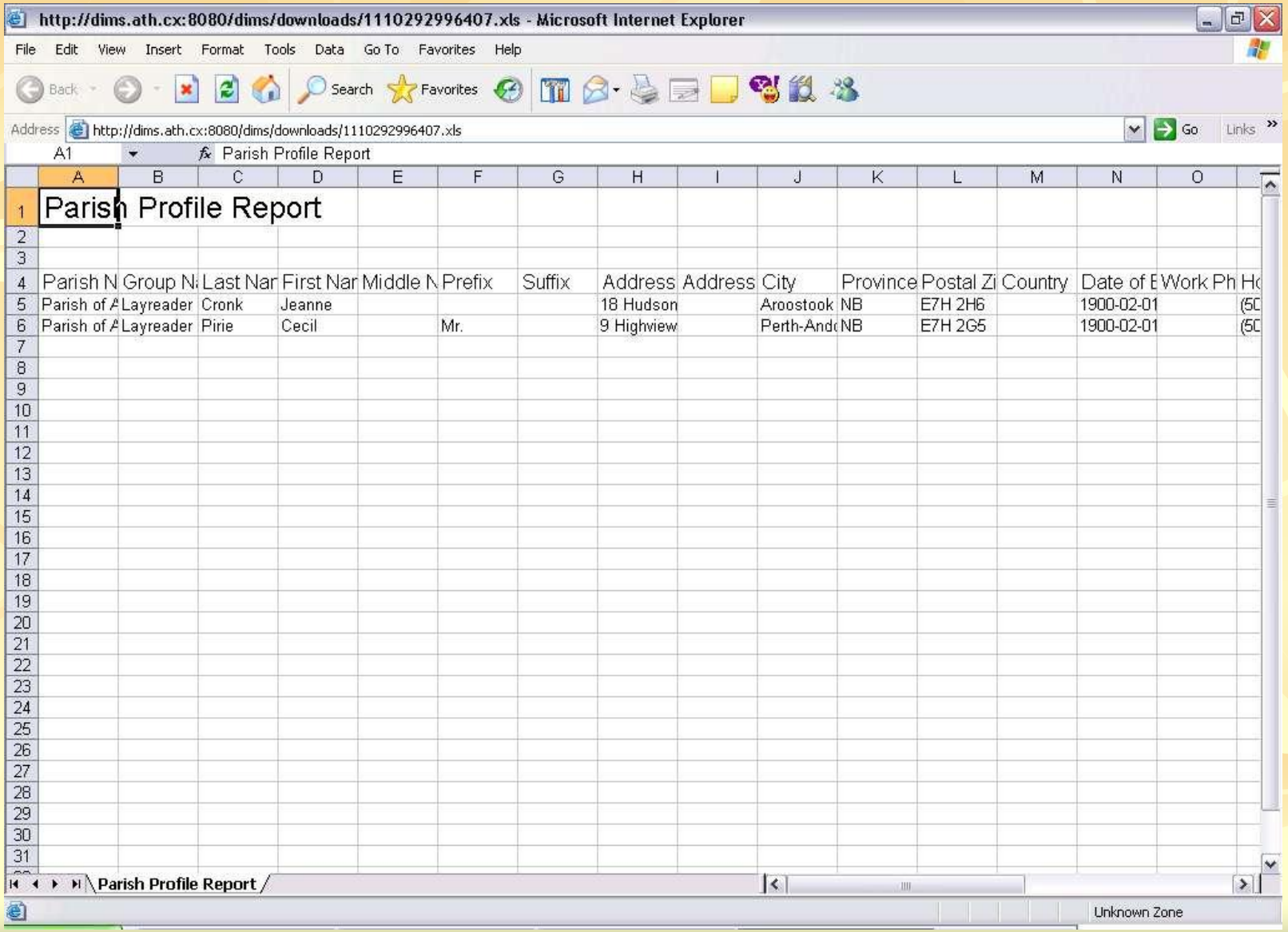
7.4 – Parish Reports – Download Report



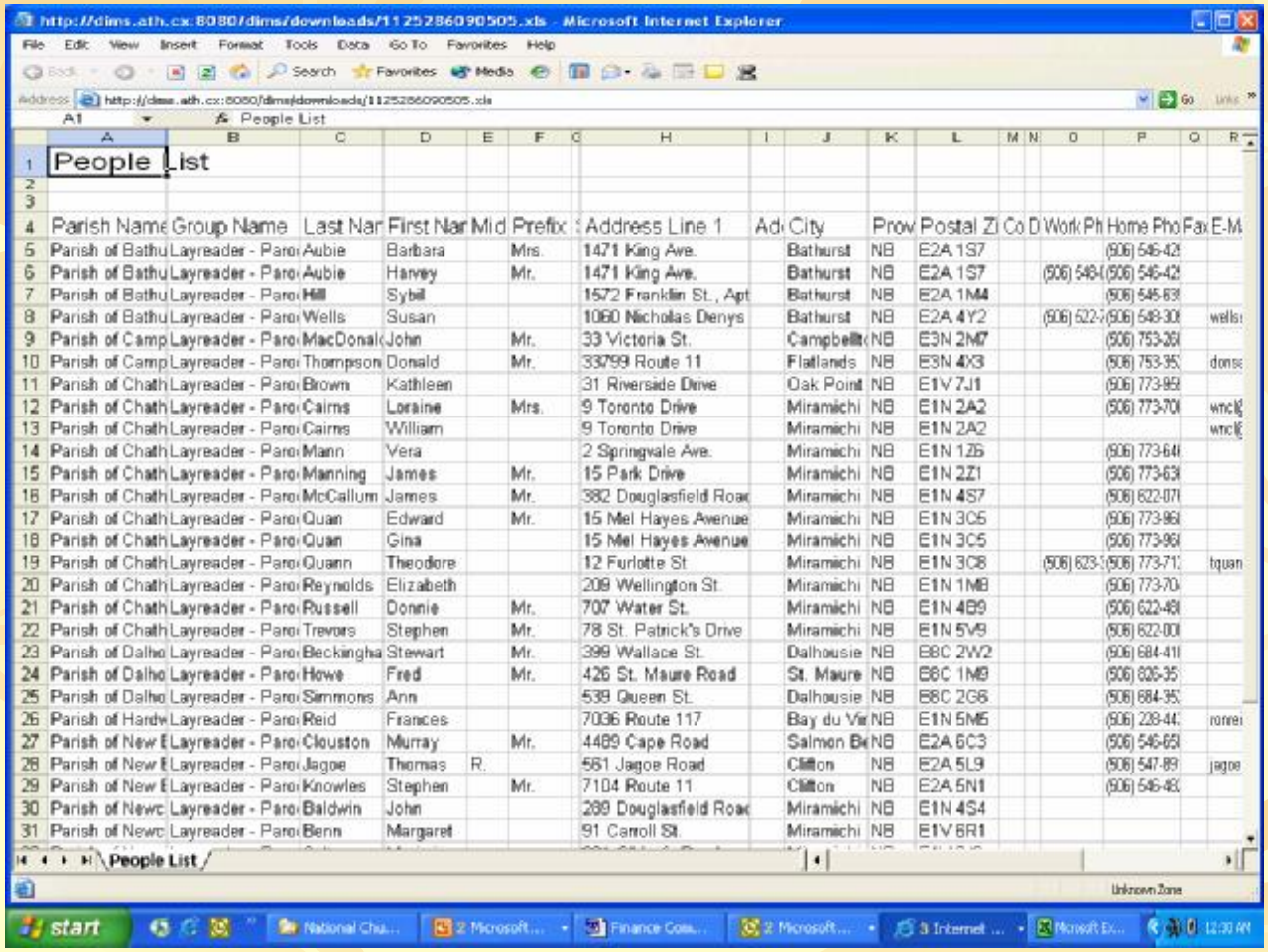
7.5 – Parish Reports – Open excel file


File Download
Do you want to open or save this file?
Name: 1110292759172.xls
Type: Microsoft Excel Worksheet, 8.00 KB
From: dims.ath.cx
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

7.6 – Parish Reports (results)


http://dims.ath.cx:8080/dims/downloads/1110292996407.xls - Microsoft Internet Explorer
File Edit View Insert Format Tools Data Go To Favorites Help
Back Search Favorites
Address http://dims.ath.cx:8080/dims/downloads/1110292996407.xls
Go Links
A1
Parish Profile Report
Parish Profile Report
Parish N Group N Last Nar First Nar Middle N Prefix Suffix Address Address City Province Postal Zi Country Date of E Work Ph Ho
Parish of A Layreader Cronk Jeanne 18 Hudson Aroostook NB E7H 2H6 1900-02-01 (50
Parish of A Layreader Pirie Cecil Mr. 9 Highview Perth-And NB E7H 2G5 1900-02-01 (50
Parish Profile Report
Unknown Zone

7.7 Parish List – Archdeacon Example
Layreader – Parochial Excel Report



People List

Parish Name	Group Name	Last Nar	First Nar	Mid	Prefix	Address Line 1	Ad	City	Prov	Postal Zi	Co	D	Work Ph	Home Pho	Fax	E-M
Parish of Bathu	Layreader - Paro	Aubie	Barbara		Mrs.	1471 King Ave.		Bathurst	NB	E2A 1S7				(506) 546-42		
Parish of Bathu	Layreader - Paro	Aubie	Harvey		Mr.	1471 King Ave.		Bathurst	NB	E2A 1S7			(506) 548-(	(506) 546-42		
Parish of Bathu	Layreader - Paro	Hill	Sybil			1572 Franklin St., Apt		Bathurst	NB	E2A 1M4				(506) 545-63		
Parish of Bathu	Layreader - Paro	Wells	Susan			1060 Nicholas Denys		Bathurst	NB	E2A 4Y2			(506) 522-7	(506) 548-30		wells
Parish of Camp	Layreader - Paro	MacDonal	John		Mr.	33 Victoria St.		Campbellt	NB	E3N 2M7				(506) 753-26		
Parish of Camp	Layreader - Paro	Thompson	Donald		Mr.	33799 Route 11		Flatlands	NB	E3N 4X3				(506) 753-95		dons
Parish of Chath	Layreader - Paro	Brown	Kathleen			31 Riverside Drive		Oak Point	NB	E1V 7J1				(506) 773-95		
Parish of Chath	Layreader - Paro	Cairns	Loraine		Mrs.	9 Toronto Drive		Miramichi	NB	E1N 2A2				(506) 773-70		wnck
Parish of Chath	Layreader - Paro	Cairns	William			9 Toronto Drive		Miramichi	NB	E1N 2A2						wnck
Parish of Chath	Layreader - Paro	Mann	Vera			2 Springvale Ave.		Miramichi	NB	E1N 1Z6				(506) 773-64		
Parish of Chath	Layreader - Paro	Manning	James		Mr.	15 Park Drive		Miramichi	NB	E1N 2Z1				(506) 773-63		
Parish of Chath	Layreader - Paro	McCallum	James		Mr.	382 Douglasfield Roa		Miramichi	NB	E1N 4S7				(506) 622-07		
Parish of Chath	Layreader - Paro	Quan	Edward		Mr.	15 Mel Hayes Avenue		Miramichi	NB	E1N 3C5				(506) 773-96		
Parish of Chath	Layreader - Paro	Quan	Gina			15 Mel Hayes Avenue		Miramichi	NB	E1N 3C5				(506) 773-96		
Parish of Chath	Layreader - Paro	Quann	Theodore			12 Furlotte St		Miramichi	NB	E1N 3C8			(506) 623-3	(506) 773-71		tquan
Parish of Chath	Layreader - Paro	Reynolds	Elizabeth			209 Wellington St.		Miramichi	NB	E1N 1M8				(506) 773-70		
Parish of Chath	Layreader - Paro	Russell	Donnie		Mr.	707 Water St.		Miramichi	NB	E1N 4B9				(506) 622-48		
Parish of Chath	Layreader - Paro	Trevors	Stephen		Mr.	78 St. Patrick's Drive		Miramichi	NB	E1N 5V9				(506) 622-00		
Parish of Dalho	Layreader - Paro	Beckingha	Stewart		Mr.	399 Wallace St.		Dalhousie	NB	E8C 2W2				(506) 684-41		
Parish of Dalho	Layreader - Paro	Howe	Fred		Mr.	426 St. Maure Road		St. Maure	NB	E8C 1M9				(506) 626-35		
Parish of Dalho	Layreader - Paro	Simmons	Ann			539 Queen St.		Dalhousie	NB	E8C 2G6				(506) 684-95		
Parish of Hardw	Layreader - Paro	Reid	Frances			7036 Route 117		Bay du Vi	NB	E1N 5M6				(506) 228-44		ronre
Parish of New E	Layreader - Paro	Clouston	Murray		Mr.	4489 Cape Road		Salmon Be	NB	E2A 6C3				(506) 546-65		
Parish of New E	Layreader - Paro	Jagoe	Thomas	R.		561 Jagoe Road		Clifton	NB	E2A 5L9				(506) 547-89		jagoe
Parish of New E	Layreader - Paro	Knowles	Stephen		Mr.	7104 Route 11		Clifton	NB	E2A 5N1				(506) 546-48		
Parish of Newc	Layreader - Paro	Baldwin	John			289 Douglasfield Roa		Miramichi	NB	E1N 4S4						
Parish of Newc	Layreader - Paro	Benn	Margaret			91 Carroll St.		Miramichi	NB	E1V 6R1						

- **An Archdeacon's view and a Dean's view include all parishes in the archdeaconry or deanery respectively.**